



## OFFICIAL MAIL MANUAL

The Air Force adopts Department of Defense (DoD) Manual 4525.8, *DoD Official Mail Manual*, July 30, 1987, and supplements it where necessary. The DoD Manual is documented word for word in **boldface type** without editorial review. Air Force material is in regular type preceded by "(AF)" or "(ADDED)(AF)." This manual applies to all Air Force activities including US Air Force Reserve and Air National Guard components. Commands may not change the basic procedures in this manual. Send comments and suggested improvements to the Air Force Supplement portion on AF Form 847, Recommendation for Change of Publications, to SAF/AAIA, 1610 Air Force Pentagon, Washington DC 20330-1610.

### SUMMARY OF CHANGES

This supplement implements Air Force Policy Directive 37-1, *Information Management*, by providing guidance and procedures for timely, economical delivery of personal and official mail; removes portions of text previously contained in AFR 4-50 from the Air Force portion of the manual to comply with Air Force guidance on limiting procedural guidance contained in Air Force publications; includes express mail in the term "accountable mail," which now must be given the same protection as registered mail; and clarifies procedures on use of AF Form 3535, Facsimile Electro Mail Transmittal, and the BITS shared user facsimile network.

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## FOREWORD

This Manual is issued under the authority of DoD Directive 4525.6, "Single Manager for Military Postal Service," May 5, 1980. It prescribes uniform procedures and responsibilities for administering DoD official mail. It replaces DoD Instruction 4525.8 "Official Mail," September 9, 1981, which is hereby cancelled.

The provisions of this Manual apply to all DoD Components (the Office of the Secretary of Defense (OSD), the Military Departments, the Organization of the Joint Chiefs of Staff (OJCS), the Unified and Specified Commands, the Defense Agencies, and activities administratively supported by OSD).

This Manual is effective immediately and is mandatory for use by all DoD Components. DoD Components may issue supplementary instructions only when necessary to provide for unique requirements within their respective Components. Any supplementary instructions shall be approved by the Executive Director, Military Postal Service Agency (MPSA), before publication. Two copies of any supplementary instructions shall be provided to the MPSA when they are published. Forward recommended changes to the Manual through channels to:

Executive Director  
Military Postal Service Agency  
ATTN: MPSA-OMM  
Alexandria, VA 22331-0006

DoD Components may obtain copies of this Manual through their own publication channels. Other Federal agencies and the public may obtain copies from the U.S. Department of Commerce, National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161, telephone (703) 487-4650.

Records management responsibility for this publication is assigned to The Adjutant General's Office, Department of the Army. This responsibility includes the retirement of records.

Robert B. Costello  
Assistant Secretary of Defense  
(Production and Logistics)

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## REFERENCES

- (a) DoD Directive 4525.6, "Single Manager for Military Postal Service," May 5, 1980
- (b) U.S. Postal Service Domestic Mail Manual (1)
- (c) U.S. Postal Service International Mail Manual (1)
- (d) U.S. Postal Service Postal Bulletin (1)
- (e) U.S. Postal Service Poster 103 (Postage Rates, Fees, and Information) (2)
- (f) U.S. Postal Service Zone Chart (2)
- (g) U.S. Postal Service Publication 25, "A Guide To Business Mail Preparation" (2)
- (h) U.S. Postal Service Notice 67 - (An unnamed template for use with USPS Publication 25) (2))
- (i) U.S. Postal Service Publication 28, "Postal Addressing Standards" (2)
- (j) Title 39, Code of Federal Regulations, Sections 310 and 320
- (k) Title 40, United States Code, Section 726
- (l) Comptroller General of the United States Decision B-114874, October 13, 1978.
- (m) DoD 5200.1-R, "Information Security Program Regulation," June 1986, authorized by DoD Directive 5200.1, June 7, 1982
- (n) DoD Directive 1015.6, "Funding of Morale, Welfare, and Recreation Programs, " August 3, 1984
- (o) Title 18, U.S. Code, Chapter 31, Section 641
- (p) DoD Instruction 2010.1, "Support of International Military Activities," September 2, 1981
- (q) U.S. Postal Service Publication 350, "How to Order and Use Official Mail Stamps and Postal Stationary" 6
- (r) Title 18, United States Code, Section 1719
- (s) Article 27 of the Vienna Convention on Diplomatic Privileges and Immunities
- (t) DoD 5400.7-R, "DoD Freedom of Information Act Program, "October 1990 authorized by DoD Directive 5400.7, May 13, 1988
- (u) Title 39, United States Code, Sections 401, 404, 601-606
- (v) Title 18, United States Codes, Sections 1693-1699
- (w) (ADDED) (AF) USPS Publication 38A, Guidelines For Providing Postal Services On Military Installations, June 1983.

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(1) Available on subscription basis from Superintendent of Documents, Government Printing Office, Washington, DC 20402-0001.

(2) Available from local post office.

## CHAPTER 1

### INTRODUCTION

#### A. PURPOSE

This Manual carries out DoD Directive 4525.6 (reference (a)) by establishing the DoD Official Mail Cost Control Program (OMCCP). The objective of the program is to control DoD official mail costs through proper and cost-effective use of the United States Postal Service (USPS), international mail, and postage of other countries.

A.1. (ADDED) (AF) PURPOSE. This supplement explains the operation of civil and military postal activities; tells how to process administrative communications for onbase distribution and offbase transmission; describes procedures for official mail and pouch services; defines responsibilities; and sets official mail handling procedures. Records will be maintained and disposed of according to AFI 37-133V2, *Records Disposition Standards*, (formerly AFR 4-20V2). This supplement applies to the Air National Guard except for selected chapters and paragraphs, when published in the NGR (AF) 0-2.

#### B. TERMS AND ABBREVIATIONS

Terms and abbreviations used in this Manual are explained in "Appendix A."

#### C. RESPONSIBILITIES

1. DoD Components are responsible for carrying out this DoD program within their respective Components.
2. Each individual who prescribes, creates, designs, or prepares pieces for mailing shall comply with this Manual.

#### D. REQUIRED PUBLICATIONS

1. United States Postal Service (USPS) Domestic Mail Manual (DMM) (reference (b)). This is the primary USPS manual used in the operation of post offices. It contains regulations of direct interest to mailers, such as postage rates, mail classification, and mail preparation requirements. It is required for each postage meter location using more than \$10,000 in postage annually; installation official mail manager (OMM) or equivalent; intermediate headquarters OMM having inspection and/or staff responsibility; major command (MACOM) OMM; and DoD Component OMM.
2. International Mail Manual (IMM) (reference (c)). The IMM contains regulations, classification, and other requirements for mailing between the United States and nonmilitary post office addresses in other countries. It is required only where international mail is frequently used.
3. USPS Postal Bulletin (reference (d)). This biweekly publication is used to announce interim changes to the DMM and IMM. It is required at each location where the DMM or IMM is required.
4. USPS Poster 103 (Postage Rates, Fees, and Information) (reference (e)). This poster is required for each location where postage and fees are determined.
5. Postal Zone Chart (reference (f)). This chart tells in what zone the various ZIP codes are located. It is required for each location where postage is determined.
6. USPS Publication 25, "A Guide To Business Mail Preparation" (reference (g)). This publication assists mailers in making their mail compatible with the automated postal processing system and allows mailers to benefit from improved service and reduced mail processing costs. This publication is required for each installation or equivalent OMM, intermediate headquarters OMM having inspection and/or staff responsibility; major command (MACOM) OMM; and DoD Component OMM.

7. USPS Notice 67 (reference (h)). This template is to be used along with USPS Publication 25 when designing letter size mail for automated processing. It is required for each installation or equivalent OMM, intermediate headquarters OMM having inspection and/or staff responsibility; major command (MACOM) OMM; and DoD Component OMM.

8. USPS Publication 28, "Postal Addressing Standards" (reference (i)). This publication describes standardized formats for addresses to be used on mail. It is required for each installation or equivalent OMM, intermediate headquarters OMM having inspection and/or staff responsibility; major command (MACOM) OMM; and DoD Component OMM.

9. DoD 4525.8-M (DoD Official Mail Manual) (this publication). DoD 4525.8-M is required for each postage meter location; activity official mail manager (OMM); installation OMM or equivalent; intermediate headquarters OMM having inspection and/or staff responsibility; major command (MAJCOM) OMM; and DoD Component OMM.

10. (ADDED) (AF) USPS Publication 38A (reference (w)). This publication describes the postal services available to military installations in the United States.

#### **E. SEARCH AND SEIZURE**

USPS inspections, search procedures, and postal laws apply to official matter only while it is mail. Official matter may be searched or seized by official mail managers (OMM) and assistant official mail managers (AOMM) as follows:

##### **1. Outgoing official mail items**

a. Before they are postmarked by a postage meter.

b. Bearing postage stamps or permit imprints before they are placed in a USPS mail box or placed under control of USPS or its representative, whichever occurs first.

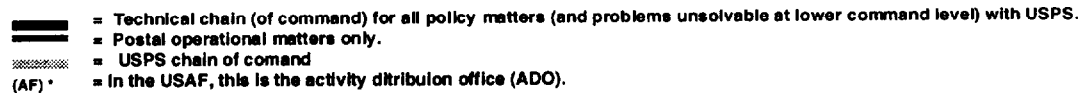
2. Incoming official mail items after control passes from USPS or its representative to representatives of the addressee.

#### **F. POLICY AND OPERATIONAL CHANNELS**

MPSA shall be the single point of contact with the General Services Administration and USPS on official mail policy matters. Heads of DoD Components shall coordinate with the USPS only on official mail operational matters such as the use or misuse of official mail and billings for postage and fees. DoD Component field elements are authorized and encouraged to coordinate operational and routine matters with their local postal facility. "Figure 1-1" illustrates DoD official mail policy and operational channels.



## DoD OFFICIAL MAIL POLICY AND OPERATIONAL CHANNELS



**Figure 1-1. DoD Official Mail Policy and Operational Channels.**

## CHAPTER 2

DoD OFFICIAL MAIL COST CONTROL PROGRAM (OMCCP)**A. PURPOSE**

This chapter establishes:

1. The DoD Official Mail Cost Control Program (OMCCP).
2. The requirement for appointing OMMs and a description of their duties.

**B. OMCCP POLICIES**

1. All items not required to be shipped by USPS (See subsection B.3. of this Chapter, below) shall be shipped by the most cost-effective carrier meeting the required delivery date and security requirements. This requires coordination between the OMM and the appropriate transportation office. In addition to carriers' fees, consideration must be given to how much it costs to prepare the item for shipment via the various carriers and whether or not the carrier actually delivers the item directly to the addressee when the carrier's fee includes such delivery.

2. When mailed, official matter shall move at the lowest postage and fees cost to meet the RDD, security, and accountability requirements. (See chapter 3.)

3. "Letters" as defined by the Private Express Statutes, and those items listed in DMM 321.1, shall be transported via USPS unless they are covered by an exemption in Title 39, Code of Federal Regulations, Sections 310 or 320 (reference (j)). (See Attachment 1 for a list of the Private Express Statutes.)

4. Direct accountability penalty indicia and prepaid postage are the only authorized methods of paying postage within the Department of Defense. Prepaid postage is the preferred method. As soon as possible, but not later than September 30, 1991, DoD Components shall decentralize the budgeting for and payment of postage to the user level -- the level that obtains postage from the post office.

5. DoD official mail costs shall be managed through the OMCCP.

6. Use of USPS services shall be coordinated with local USPS account representatives or military post office (MPO).

7. Whenever possible official mail preparation procedures and processing shall be integrated to ensure optimum use of personnel, equipment, and postage cost reduction practices such as consolidated mailings, presort discounts, permit mailings, and drop-shipments.

8. Unauthorized use, loss, or theft of appropriated fund postage shall be reported and reviewed to determine any appropriate reimbursement of postage costs. (See chapter 3, section Q).

9. "Resident," "occupant," or similar forms of address shall not be used except on items addressed to Government quarters and/or housing.

10. Only permit indicia (other than business reply and merchandise return) may be placed on unaddressed items.

11. All policies requiring or authorizing use of official mail shall be coordinated with the activity OMM prior to publication.

12. The host DoD Component shall provide official mail support on a non reimbursable basis, including appropriated fund postage and fees, for all DoD tenants using less than \$10,000.00 in postage and fees annually.

Tenants using \$10,000.00 or more are responsible for paying for the entire amount they use. Host activities shall coordinate with tenant activities during each POM and/or Budget cycle to ensure the tenant has an opportunity to identify projected mail volume increases or decreases that may affect the host's manpower and or postage costs. If a tenant's postage costs exceed that which was budgeted; e.g. increase in mission requirements, the tenant is expected to reimburse the host for the excess amount. New tenants activated after a budget cycle has started should not expect the host activity to fund any postage until the next budget cycle. In this case, the tenant shall reimburse the host activity for postage costs incurred during the out-of-cycle period only.

13. Official mail and official mail centers transport physical objects from one location to another. Even though they may be managed separately, they are an integral part of an activity's transportation plan.

### **C. PROGRAM ADMINISTRATION**

#### **1. OMM appointments**

a. Installations, activities, staff elements, and DoD Components shall appoint OMMs. Assistant OMMs may be appointed to perform the OMM duties when the OMM is absent. The appointment may be an additional duty appointment. It shall be made in writing and shall include the appointee's official address and telephone number. Copies will be distributed and filed as follows:

- (1) For staff element OMMs, copies are sent to their activity OMM.
- (2) For activity OMMs, copies are sent to their next higher command's OMM.
- (3) For tenant activity OMMs, copies are sent to their host installation OMM.
- (4) For DoD Component OMMs, copies are sent to the DoD Official Mail Manager, Military

Postal Service Agency, Alexandria, VA 22331-0006.

b. OMMs shall be commissioned, warrant, or noncommissioned officers (E-7 or higher) or DoD civilians (GS-7 or higher). This requirement is waived only when the activity concerned has no personnel in the grades specified.

c. When application of postage is contracted out under the A-76 Program, the DoD Component's representative responsible for ensuring quality of performance by the contractor shall:

- (1) Meet all requirements of an OMM.
- (2) Use the contract's quality assurance surveillance plan to monitor the quality of contractor performance and ensure DoD official mail policies and procedures are followed.

d. Frequent changes of OMMs shall be avoided. When changes are necessary, enough overlap should be provided so that the new OMM becomes thoroughly familiar with the duties before the old OMM departs.

#### **C.1. (ADDED) (AF) AUTHORITY OVER AIR FORCE OFFICIAL MAIL:**

a. (ADDED) (AF) Military Postal Service Agency (MPSA) is the single manager for DoD postal policy. Secretary of the Air Force, Directorate of Information Management, Policy Division (SAF/AAIA) sets Air Force policy. Major command, field operating agency, and direct reporting unit Directors of Information Management (MAJCOM, FOA, DRU/IM) will manage their command postal operations and ensure compliance with DoD and SAF/AAIA policies.

b. (ADDED) (AF) The Base Information Management office is responsible for establishing a Base Information Transfer System (BITS) to provide onbase distribution of administrative communications. BITS personnel receive and dispatch official mail for all official activities. Some activities may deal directly with the servicing postal facility and Transportation Management Office (TMO) when the Information Management office designates them to do so. This paragraph does not apply to ANG units.

(1) (ADDED) (AF) BITS personnel, acting as the mail agent for all official activities on the installation, may sign for all official accountable mail.

(2) (ADDED) (AF) An official mail item sent between two action offices on the same base through the BITS is referred to as an administrative communication. Administrative communications that remain in the BITS for intrabase distribution are not handled by the USPS and therefore will not have postage applied.

(3) (ADDED) (AF) Outgoing administrative communications become mail after BITS personnel affix postage or the communications are placed under control of USPS or its representative, whichever comes first.

(4) (ADDED) (AF) USPS considers official mail as delivered when BITS personnel accept it.

## **2. OMCCP training requirements**

a. The video "Managing Your Postage Meter" (P.I.N. 505244) is an excellent training tool for new OMMs, official mail center supervisors, and postage meter operators. It is an excellent review tool for more experienced personnel.

b. Secretaries; clerk-typists; personnel producing forms, publications and periodicals; personnel who determine postage; and OMMs shall receive training on the following subjects from the installation OMM within 4 months after assignment. These personnel and all action officers shall receive annual updates. The video "Official Mail--It Isn't Free," (P.I.N. 504362DD) should be used as part of this training.

- (1) Other methods of communicating and shipping material.
- (2) Material that cannot be mailed.
- (3) Classification of mail.
- (4) Special postal services and discounts.
- (5) International mail requirements.
- (6) Postage and fees required.
- (7) Penalties for private use of official mail.
- (8) Protection of mail.
- (9) Performing mail surveys.
- (10) Addressing mail.
- (11) Cost saving methods.

c. Training objectives shall be continuously reinforced by routine distribution of current postal information.

## **3. OMCCP supervision requirements**

a. All OMMs shall:

- (1) Be sure mail users know when and how to contact their OMM.
- (2) Supervise mailing practices.
- (3) Report misuse of official mail to the commanders of alleged violators.

3.1. (ADDED) (AF) If the Chief, Base Information Management or an authorized representative suspects an attempt to misuse official mail, he or she may inspect all official administrative communications in the Base Information Transfer Center (BITC). Either open the item or return it to the office of origin for inspection and investigation.

(4) Establish controls on postal expenditures to create a cost effective mail management program.

b. Activity OMMs shall:

- (1) Keep the commander informed on the effectiveness of the OMCCP and problem areas.
- (2) Supervise the activity's OMCCP.
- (3) Annually contact; offer assistance, guidance, and training; and discuss mailing requirements with activities within their jurisdiction that produce forms, publications and periodicals. A record of these discussions should be kept to make future inspections easier.

(4) Inspect incoming mail at least once a week and report deficiencies to the mailing activity OMM.

(5) Inspect outgoing mail at least once a week at the final preparation point to:

(a) Determine where additional training is needed and which policies and procedures need additional emphasis.

(b) Ensure proper preparation. Items containing errors or deficiencies in preparation shall be returned for correction. See Chapters 3, 4, 5, and 6 for preparation instructions.

(6) Monitor spoiled meter postage instances to reduce their occurrence and to insure proper disposition.

(7) Analyze the use of postage to initiate procedures for more cost-effective usage.

(8) Maintain liaison with appropriate supply and procurement activities to ensure that only postal related items such as envelopes, cards, and labels that meet requirements of this Manual and the USPS are ordered and stocked.

(9) Establish proper control and auditing measures in overseas locations if host country postage is procured and used.

(10) Order, verify shipments, safeguard, and issue postage stamps when use is authorized.

(11) Know their USPS Account Representative and other appropriate USPS officials.

(12) Whenever possible, belong to and attend meetings of the local USPS sponsored Postal Customer Council. Consider starting a Postal Customer Council if one does not exist in the area.

#### **4. OMCCP Inspections**

a. Component headquarters, MAJCOMs, and intermediate commands shall conduct internal headquarters OMM inspections at least once a year. Inspections of subordinate installations and activities shall be conducted at least every two years and may be combined with other inspections and staff assistance visits.

a. (ADDED) (AF) Where contractors run the BITC, this is the responsibility of the quality assurance evaluator (QAE).

b. Installation or equivalent OMMs shall inspect all of the installation's staff activities, subordinate activities, and tenant activities annually. These inspection reports shall be filed and made available for review during MACOM and Inspector General inspections, and staff assistance visits.

c. DD Form 2495, Official Mail Manager's Inspection Checklist may be used for inspections. Local

#### **5. OMCCP Surveys and Tests**

Surveys and tests may be required periodically to determine the transit time and the volume of official mail, by class and special postal service, being entered into the USPS. When surveys are directed, the originator provides instructions.

#### **6. Information Requirements**

DoD Components using prepaid postage shall report such purchases in the Prepaid Postage Report, RCS: DD-P&L(Q)1833. Each Component's summary report shall be received by the DoD Official Mail Manager, Military Postal Service Agency, Alexandria, VA 22331-0006, not later than 30 November, 28 February, 31 May, and 31 August of each year and shall cover purchases for the preceding fiscal quarter. Purchases shall be reported using the following thirteen Mail Codes. Overseas activities using host country postage shall include such purchases under the appropriated mail code. All mail codes shall be reported in numerical sequence each quarter (Show a zero where applicable.).

a. 1001 Address Correction. Charges for address correction must be paid either by cash or deduction from a Postage Due Advance Deposit Trust Account (ADTA). Report under Mail Code 1001 only if payment is made by cash.

b. 1002 Business Reply Mail (BRM). Charges for BRM may be paid by cash, deduction from a postage due account, or a BRM or Business Reply Mail Accounting Systems (BRMAS) ADTA. Do not report under Code 1002 payments made by deduction from a postage due account.

c. 1003 Express Mail. Postage for Express Mail may be paid by cash, postage stamp, postage meter imprint, or Express Mail Corporate Account. Report under this mail code only postage paid by cash or by deduction from an Express Mail Corporate Account.

d. 1004 Return Service. This service can only be paid for by deductions from and ATDA.

e. 1005 Meter Settings. Payment for postage meter settings (purchases) can be made via cash, check, or deduction from an ADTA. In all cases, report the purchases under Code 1005.

f. 1006 Contractor Reimbursement. Some contracts may require the contractor to pay the postage on items shipped and the DoD activity to reimburse the contractor. Such postage is usually a separate item on an invoice. Use this code to report such reimbursements.

g. 1007 Permit Fees. Permit fees must be paid by cash or check.

h. 1008 Permit Mailings. Postage on permit mailings (other than BRM, merchandise return service, and second class requester publication rate) can be paid via cash, check, or deduction from an ADTA. In either case, report the purchases under Code 1008.

i. 1009 Postage Due. Postage Due (short paid mail) and postage on Postage Due Penalty Mail can be paid via cash, check, or deduction from an ADTA. When an ADTA is established, charges for BRM and address correction can also be deducted from it. If they are, they should not be reported under the Codes for BRM and address correction. In either case, report the purchases under Code 1009. Postage Due Penalty Mail can also be paid for with postage stamps or postage meter imprints; when this is done the postage is not reported under Code 1009. When a postage due ADTA is reproduction of this form is authorized. (See "Figure 2-1.") established, all short-paid mail is deducted from it and you do not have the right to have some items returned to the sender for additional postage.

j. 1010 Postage Stamps. Purchases of postage stamps must be paid for by cash, check, or credit card. NOTE: Do not include stationary items such as postal cards and envelopes which are reported under Code 1011.

k. 1011 Postage Stamp Env/Cards. Purchases of these items must be paid for by cash or check.

l. 1012 Req Pub Rate, Second-Class. Payment for these mailings is made by deduction from an ADTA.

m. 1999 Total. This code is used to report the total of the quarter's purchases.

6. (ADDED) (AF) AF Form 3536, Quarterly Air Force Postal Expenditure Report (RCS: SAF-AAI(O)9112). At the end of each fiscal quarter, the Chief Base Information Management must submit AF Form 3536 by mail or FAX to the MAJCOM, FOA, or DRU, IM. The MAJCOM, FOA, or DRU reviews data, and submits one consolidated AF Form 3536 by mail, or FAX, to SAF/AAIA, no later than 21 calendar days after the end of the fiscal quarter. This report is designated emergency status and precedence code C-3, continue under emergency conditions, but only after preparation and submission of those reports assigned C-1 and C-2.

7. (ADDED) (AF) Accounting System for Prepaid Postage. The Official Mail Manager and the Base Accounting and Finance Officer must develop local procedures for the payment of official mail services. These procedures must include how checks will be delivered to the servicing USPS Post Office and how signed receipts will be given by the postal authorities for the services rendered. The OMM must maintain a payment folder of all documents relating to these purchases.

OFFICIAL MAIL MANAGER'S INSPECTION CHECKLIST				A. DATE	
For use of this form, see DoD 4525.8-M. The proponent agency is Military Postal Service Agency.				27 December 1993	
B. TO (Inspected Activity) 18 NSSQ/MSIA			C. FROM (Inspecting Activity) HQ PACAF/INIA		
INSTRUCTIONS					
Mark an "X" in "YES" or "NO" column for each item. If item is not applicable, mark "NA" in "YES" column. References apply to DoD 4525.8-M (2.C. refers to Chapter 2, Paragraph c).					
ITEM	YES	NO	ITEM	YES	NO
1. Is current copy of DoD 4525.8-M available?	X		18. Are all business reply items prepared per 3.M.1.a. and 2.b.?	X	
2. Does installation or equivalent activity OMM have a current copy of all publications required by 1.D.?	X		19. Are all merchandise return service items prepared per 3.M.1.a. and 3.b.?	X	
3. Does each meter location have a current copy of all publications required by 1.D.?	X		20. Do permit imprint formats and contents comply with 3.R.1.?	X	
4. Is official matter being transported at the lowest cost to the Department of Defense (2.B.1. and 2.)?	X		21. Have logos or slogans in use been approved per 3.S.2.?	X	
5. Is unauthorized use of official mail reported per 2.B.B. and 3.Q.?	X		22. Are the printing/overprinting requirements of 4.D.2.b.(2) being followed?	X	
6. Are all OMMs required by 2.C. appointed in writing?		X	23. Are postage stamp inventories limited to amounts authorized by 5.B.1.?	X	
7. Are OMM appointments filed as required by 2.C.1.a.?		X	24. Are postage stamps ordered per 5.B.2.?	X	
8. Does the OMM's OMCCP training program meet the requirements of 2.C.2.?	X		25. Are postage stamps secured per 5.B.3.?	X	
9. Are the OMMs carrying out the OMCCP supervisory requirements of 2.C.3.a.?	X		26. Are valid USPS postage meter licenses on hand as required by 5.C.1.?	X	
10. Is official mail monitored in compliance with 2.C.3.b.?	X		27. Have unneeded USPS postage meter licenses been canceled per 5.C.1.?		X
11. Are OMCCP inspections conducted as required by 2.C.4.?	X		28. Are USPS Forms 3603 (Receipt for Postage Meter Setting) filed (5.C.2.c.)?	X	
12. Is maximum use being made of consolidated mailings? (3.C.)	X		29. Are refunds for spoiled postage submitted (5.C.4.a.)?	X	
13. Are consolidated mailings prepared per 3.C.?	X		30. Is the record of postage used being analyzed per 5.C.6.?	X	
14. Is mail being marked with correct class of mail per 3.G.?	X		31. Are postage meters secured per 5.C.9.?	X	
15. Is selection of special mail services per 3.I.?	X		32. Are postage meter keys secured per 5.C.9.?	X	
16. Are the provisions of 3.K. being followed for Express Mail?	X		33. Is the postage metering equipment accounted for per 5.C.10.?	X	
17. Are all business reply items addressed to a DoD activity (3.M.1.a.)?	X		34. Do postage meter supplies meet requirements of 5.C.11.?	X	
35. RATING (X one)		<input checked="" type="checkbox"/> a. Satisfactory <input type="checkbox"/> b. Unsatisfactory			
NOTE: An unsatisfactory rating is mandatory if any one of items 1, 2, 3, or 34 is marked "NO," or if more than 10 percent of the remaining items are marked "NO."					
36. COMMENTS					
S A M P L E					
37. INSPECTOR					
a. NAME (Last, First, Middle Initial) JONES, JOHN S.		b. GRADE OR TITLE CMSgt		c. TELEPHONE NUMBER 315-440-9380	
d. ORGANIZATION HQ PACAF/INIA		e. SIGNATURE <i>John S. Jones</i>			

DD Form 2495, APR 87

Figure 2-1. Official Mail Manager's Inspection Checklist.

## CHAPTER 3

### PREPARATION FOR MAILING

#### A. GENERAL

All mail shall be prepared according to instructions provided in USPS Publication 25, the DMM, and the IMM as appropriate. Activities directly involved in combat, contingency operations, and field exercises may hand print or hand write addresses when necessary. If additional guidance is needed contact the OMM. Labels may be used for addressing non-letter-sized mail.

#### B. PACKAGING

All matter shall be packaged and presorted in accordance with the requirements of the DMM. If in doubt, consult the local post office or account representative.

#### C. CONSOLIDATED MAIL

1. General. Consolidated mail is a reliable way to ship administrative and operational communications and logistical items between headquarters, depots, contractors, installations, and operational units. It remains intact while in transit and reduces the number of times the contents are sorted. Most importantly, it reduces costs because postage is paid on the total weight of the single consolidated DoD-owned container and its contents, rather than separately on each piece within the container. Under the postage rate structure, the first pound is the most expensive. As weight increases, the cost per pound decreases. The cost and weight of the container and any package material must be considered in the mailing cost. Consolidated mailings shall be made when they are cost-effective.

C.1. (ADDED) (AF) Use consolidated mail when you collect several items of the same class during a specified period, (usually 1 or 2 days) that are going to the same addressee or several activities on the same installation. You can consolidate mail in USPS 2-day priority envelopes or boxes (preferred method), larger envelopes (flats), boxes, or DoD mailbags. Select a container best suited to hold the volume of mail you are consolidating. Place everything going into BITS for consolidation in a container. Avoid under or overfilling containers. Do not place parcels that might damage other mail in the consolidated container. Note the types of consolidated direct shipments:

a. (ADDED) (AF) Administrative Pouch. A container for items meeting those minimum requirements in paragraph 3.C.1. Unclassified material may go in a SF 65B, U.S. Government Messenger Envelope. You may containerize Confidential and Secret material together. List only the Secret material on the AF Form 12. Register containers with Secret material. Do not use DoD or USPS pouches as outside containers to consolidate registered mail. Use administrative pouches when there is enough mail for one location to justify consolidation.

b. (ADDED) (AF) Logistics Pouch. Combine high priority supply items into one shipment because it is cost-effective and gets better transit time. This is especially true for shipments to an APO. In the continental United States (CONUS) the TMO must select the route, rate, and mode to meet user requirements at the least overall cost.

c. (ADDED) (AF) Weapons Systems Pouch (WSP). WSP service is for high priority (MICAP-999) logistics items sent from air logistics centers to APOs. AF Form 607, Weapons Systems Pouch Tag, or AF Form 351, Weapons Systems Pouch Label, identifies these pouches as requiring high priority handling in the Military Postal System (MPS). The USPS does not recognize WSPs, so do not use the tags or labels for domestic mail. Offices that receive WSPs must coordinate prompt pickup with their servicing mail facility.

#### 2. Containers

a. The proper selection of the container is critical to the success of consolidated mailings. See Chapter 6 and the DMM for tips on package preparation.

b. The containers listed below have been successfully used, are disposable, and shall be reused whenever possible.



- (1) DoD mail bags (See paragraph C.4. below).
- (2) Carton, 11 1/4 by 8 3/4 by 4 inches. Stock number 8115-00-861-1574.
- (3) Carton, 12 by 10 by 8 inches. Stock number 8115-00-179-0575.
- (4) Plastic envelopes, light-weight, heat sealed.
- (5) Shrink-wrap plastic.
- (6) Sack, shipping 10-1/2X16 inches, stock number 8105-00-145-0444.
- (7) Sack, shipping 14-1/2X20 inches, stock number 8105-00-145-0446.

c. USPS-owned pouches shall not be used as a container for consolidated mailings. The DMM requires each piece of official mail placed in a USPS-owned pouch be individually addressed and bear the correct postage. The pouch and its contents cannot be counted as a single piece of mail. This applies even when the entire contents are for one addressee and the pouch is labeled to that addressee.

2. (ADDED) (AF) Information for ordering DoD mailbags may be obtained from SAF/AAIA:

a. (ADDED) (AF) Letter-Size Envelopes. Letter-size envelopes should not exceed one-fourth of an inch in thickness, after stuffing and sealing them. Letter size envelopes thicker than one-fourth of an inch are nonstandard mail pieces, and must have the word "nonmachineable" stamped or written on the mail piece.

b. (ADDED) (AF) Prohibitions. Do not use envelopes with clasps, staples, strings, buttons, or similar securing devices.

c. (ADDED) (AF) Criteria And Restrictions. These criteria and restrictions apply to envelopes:

- (1) (ADDED) (AF) Print only with black or blue ink.
- (2) (ADDED) (AF) Do not print or stamp markings, slogans, or designs supporting an activity or its program. This restriction also applies to mailing labels, post cards, and self-mailers.

(ADDED) (AF) *NOTE*: The USAF Recruiting Service may print slogans or designs on items they use in direct mail recruiting efforts.

d. (ADDED) (AF) Command Pouch. This is a consolidated pouch or other suitable container to transmit administrative communications between shipping points on a scheduled basis. You may enclose unclassified items that will go into a command pouch in a SF 65B or 65C, US Government Messenger Envelope.

(1) (ADDED) (AF) Register command pouches if the outside container meets the requirements of the Domestic Mail Manual (DMM).

(2) (ADDED) (AF) Send official administrative communications qualifying as First-Class mail (weighing 11 ounces or more) as Priority mail.

(3) (ADDED) (AF) Send items generated by the Joint Uniform Military Pay System (JUMPS) as First-Class Mail or Priority Mail.

(4) (ADDED) (AF) Do not send non-First-Class mail that does not require expeditious movement in a priority pouch. Consolidate this material in a Fourth-Class pouch, if quantity warrants. (*EXCEPTION*: You may consolidate up to 3 pounds of non-First-Class mail with 5 pounds or more of First-Class or Priority mail. In this instance, the cost for the additional three pounds, at Priority rates, is actually less than the cost to mail the additional Third or Fourth-Class material in a separate pouch).

e. (ADDED) (AF) Monitoring the Use of Consolidated Mail. The Chief, Base Information Management must monitor and encourage the use of consolidated mail. To do this, he or she must:

(1) (ADDED) (AF) Manage the command pouch service for the installation. Establish command pouch service to activities that continually receive large quantities of mail from the installation, and advertise command pouch service.

(2) (ADDED) (AF) Coordinate the establishment of command pouch service with receiving installations, and monitor and exchange transit time information.

(3) (ADDED) (AF) Ensure consolidated mail preparation is proper and has the correct amount of postage and the correct address.

(4) (ADDED) (AF) Report to the sender any irregularities in the receipt or dispatch of consolidated mail.

(5) (ADDED) (AF) Ensure addressing of single unconsolidated containers shows the mail going directly to the recipient and not to the receiving BITC. Activity distribution and action offices must also know this requirement.

f. (ADDED) (AF) Addressing Pouches and Paying Postage:

(1) (ADDED) (AF) Use AF Form 232, Pouch Mailing Tag, to address pouches and affix postage to large Air Force-owned pouches. You may overprint or rubber stamp the return and delivery addresses on the AF Form 232. After closure, weigh the pouch, compute the postage, and affix the postage meter tape to the AF Form 232. The receiving activity can use the postmark date on the AF Form 232 to determine transit times.

(2) (ADDED) (AF) Usually, consolidated mail goes to the host base activity BITC serving the installation. Address consolidated mail as follows:

Base Information Transfer Center  
(Street Address)  
(Base) (State) (ZIP + 4)  
(Number) ABG/MSIC  
(Street Address)  
(Base) (State) (ZIP + 4)

Activities that send scheduled command pouches should coordinate with the receiving activity to determine the correct address. You can find addresses for occasional administrative or logistics pouches in AFDIR 37-135, *Air Force Address Directory* (formerly AFR 4-16). MAJCOMs, FOAs, and similar activities that receive large quantities of mail may want a separate pouch sent directly to them; coordinate this with the installation or agency OMM.

g. (ADDED) (AF) Frequency of Dispatch. MAJCOM or installation OMMs establish their own dispatch schedule for consolidated mail, based on user requirements, normal transit times, and mail volumes. Make pouch dispatch days, close out times, and transit times known to activity distribution offices. Exceptions may be made for urgent mailings that must go on days when a direct pouch isn't scheduled for a particular location. However, remind mailers that pouch mail usually receives better transit times than individual pieces of mail. Therefore, an item sent outside the pouch may not save time.

h. (ADDED) (AF) Expediting Command Pouches. Command pouches can be taken to the servicing USPS Airport Mail Facility to expedite onward movement. Coordinate this with the servicing USPS representative.

### 3. Preparation

a. Individual consolidated mail shipments shall be packaged as required by the DMM for the appropriate class of mail and applicable postal services (e.g., registered).

b. Non-First-Class Mail may be combined with First-Class Mail only when cost-effective.

c. Large paper envelopes or cartons may have the address and postage placed on the container or on an address label. If a label is used, the postage meter tape or postage stamps shall overlap the upper right edge of the label. "Consolidated Mail" or "CM" shall be placed immediately below the return address. These containers are to be opened and sorted in the addressee's correspondence distribution center.

### 4. DoD Mail Bags:

a. Are inexpensive, made of light-weight woven plastic material, and available through General Services Administration contracts. They are disposable but shall be reused when possible. To hang the bags on bag racks, make the necessary holes by using a blunt object to push aside the bag material rather than cutting the material. The holes should be at least one inch from the top.

b. Shall be sent to DoD addressees only.

c. Shall be addressed by placing DD Form 2388, DoD Mail Bag Label (see Figure 3-1) in the plastic holder sewn into the side seam. The return address shall comply with Chapter 3, subsection D.

c. (ADDED) (AF) Use DD Form 2388 when available.

d. Postage shall be paid only by postage meter imprint or postage due penalty mail. The plastic holder prevents canceling of postage stamps. Place postage meter imprint on the backside of the address label.

e. Shall be closed with nonreusable, locking cable ties, such as stock number NS 5975-01-034-5871, at least 10 inches long and having a minimum loop tensile strength of 50 pounds. The tie shall be wrapped around the bag and inserted through the hole in the plastic address holder and DD Form 2388.

f. Excess bags shall be sent to activities from whom bags are regularly received.

g. Deployable units shall maintain a 30-day stock of these items for deployment purposes.

h. There are three different colors of bags.

(1) The orange colored bags shall be used only for First-Class Mail, Priority Mail, and other classes of mail which require rapid delivery. "DoD PRIORITY MAIL" shall be printed on these bags. The DD Form 2388 will have the correct First-Class or Priority Mail endorsement and postage.

(2) The white colored bags move by surface transportation and shall be used only for Fourth-Class mail. "DOD FOURTH-CLASS MAIL" shall be printed on these bags. The DD Form 2388 will bear the correct Fourth-Class endorsement and postage.

(3) The silver-gray colored bag shall be used only for Second-, Third- and Fourth-Class mail to, from, and between MPOs when the contents require faster delivery than regular Second-, Third-, or Fourth-Class mail. The bag moves by surface between USPS facilities but is flown to, from, and between MPOs. It shall not be used for First-Class, Priority, or Express Mail. "DOD (MOM) MILITARY ORDINARY MAIL" shall be printed on these bags. The DD Form 2388 will bear the correct Second-, Third-, or Fourth-Class postage and the MOM endorsement.

i. Bags without printing and bags with names of or abbreviated names of DoD Components or their activities shall not be entered into the USPS.

j. All printing on the bags shall be black.

k. Bags shall be considered defective and destroyed if any of the following conditions apply.

(1) Holes larger than two inches.

(2) Rips or tears longer than two inches.

(3) The holder for DD Form 2388 is missing, torn so DD Form 2388 will not stay in it, torn so it no longer holds the cable tie in place.

#### **D. ADDRESSES**

Addresses shall be prepared in accordance with DMM A010, USPS Publication 28, USPS Publication 25, and the following instructions. All addresses shall have a straight left margin.

##### **1. Return Addresses:**

a. Format A. This is the DoD preferred format for return addresses on all prepaid postage mail. It is mandatory on mail addressed to and from MPOs and on international mail.

NAME OF DOD COMPONENT (ALL CAPITALS)

Attention Line

Name of DoD activity

Street or PO Box Address

City, State, ZIP + 4 Code

DEPARTMENT OF THE ARMY

Supply Officer

30th Engineer Bn

1234 Belvoir Blvd

Jonestown, VA xxxxx-xxxx

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Official Business

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Official Business

- b. **Format B.** Format B is optional on prepaid postage mail when the use of Format A is not required.

Attention Line  
Name of DoD Activity  
Street or PO Box Address  
City, State, ZIP + 4 Code

Supply Office  
30 Engineer Bn  
1234 Belvoir Blvd  
Jonestown, VA xxxxx-xxxx

- c. **Format C.** Format C is required on all penalty postage mail. See DMM E060.6, E060.5.7 and E060.5.8.

NAME OF DoD COMPONENT (ALL CAPITALS)  
Attention Line  
Name of DoD Activity  
Street or PO Box Address  
City, State, ZIP + 4 Code

DEFENSE LOGISTICS AGENCY  
Transportation Office  
General Depot, Richmond  
1234 Private Ave  
Richmond, VA xxxxx-xxxx

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Official Business  
Penalty for Private Use, \$300

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Official Business  
Penalty for Private Use, \$300

NAME OF DOD COMPONENT (ALL CAPITALS)  
Attention Line  
Name of DoD Activity  
Street or PO Box Address  
City, State, ZIP + 4 Code

Administrative Office  
JOINT STAFF  
1234 Defense Pentagon  
Washington, DC xxxxx-xxxx

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Official Business  
Penalty for Private Use, \$300

---

Official Business  
Penalty for Private Use, \$300

## 2. **Delivery Addresses:**

### a. **Format:**

Office Name Line  
Optional Line  
Name of DoD Activity  
Street Address, Suite # (or PO Box #)  
City, State, ZIP +4 Code

b. **Preparation:** Addresses may be hand printed (hand printed, no script) only when no automation or other methods of typing are available. In cases where offices lack the equipment necessary to prepare addresses complying with the USPS requirements for automated mail processing, preprinted address labels to which items are regularly sent shall be obtained from higher command levels. Hand printed or mechanically produced script and slanted letters shall not be used in addresses. Labels may be used for addressing all sizes of mail. Rubber stamps shall not be used because of the poor quality print they produce and the difficulty of printing parallel to the bottom of the mail piece. Contact the OMM if additional guidance is needed.

c. **Dual Addresses:** When an activity has both a street address and PO Box address, and both appear in the address, the address is called a Dual Address. USPS delivers to which ever appears in the line above City, State, and ZIP + 4 Code, the mail will be delivered to the PO Box. See DMM A010.5.

## D. (ADDED AF) **ADDRESSES**

1. (ADDED) (AF) Rubber stamps may be used in return addresses, but not in delivery addresses.

2. (ADDED) (AF) Official Mail Centers will return outgoing mail received from their activity distribution offices (ADO) with return and delivery addresses not meeting United States Postal Service (USPS) automation requirements. A complete return or delivery address as a minimum must contain the organization/functional address symbol (FAS), street address, installation name, state abbreviation, and nine-digit ZIP + 4 Code. Official Mail Managers (OMM) may grant exceptions to the above policy on return of mail for delivery addresses that do not meet USPS automation requirements. The exception must be based on a study revealing that the use of ZIP + 4 deliveries addresses for the purpose of presorting outgoing mail for USPS presort discounts is not cost effective because of equipment and manpower cost. When exceptions are granted, OMMs should encourage mailers to type or mechanically print ZIP + 4 addresses on all mail that will be tendered to USPS for delivery. OMMs may not grant exceptions for mail received from ADOs or other activities with return addresses that do not meet USPS automation standards.

3. (ADDED) (AF) Mail received at Official Mail Centers from USPS or other private carriers with return or delivery addresses that does not meet USPS automated requirements will be delivered to the addressee.

#### **E. ZIP CODES**

1. Assignment of new or additional ZIP + 4 Codes shall be coordinated with the local post office.

2. Use of the ZIP + 4 Code is mandatory in all return addresses.

3. Use of the ZIP + 4 Code in the delivery address is encouraged when known or when determining it is cost-effective.

4. The ZIP + 4 Code on dual addresses must correspond to the place where USPS delivers the mail. See Chapter 3, paragraph D.2. (c) for information on dual addresses.

5. ZIP + 4 Codes used on BRM and MRS differ from those used on regular mail. The ZIP + 4 Codes provided by USPS for these purposes shall be used.

#### **F. MAILING LISTS**

There are various USPS and commercial data bases available which identify every piece of property to which USPS delivers. These data bases are useful for sequencing and correcting addresses and adding last four digits of the ZIP + 4 Codes. They can correct ZIP Codes and spelling; add prefixes and suffixes such as north, south, road, avenue; and identify multiple occupancy buildings where apartment or suite numbers are necessary.

F.1. (AF) Only USPS Coding Accuracy Support System certified mailing list will be used.

#### **G. SELECTION OF MAIL CLASS**

The Domestic Mail Classification Selection Table, Table 3-1, shall be used as a guide in selecting the correct mail class. The DMM and IMM provide specific guidance as to types of items that may be mailed under each class of mail.

#### **H. MARKINGS**

All mail, except standard letter sized First-Class Mail, shall be marked to show the mail class (See Domestic Mail Classes, Endorsements, and Levels of Service Table, Table 3-2). The markings shall be worded and placed as required by the DMM and IMM.

##### **H.1. (ADDED) (AF) Endorsing Official Mail:**

a. (ADDED) (AF) Send all letter-size mail as First-Class. Mark all other mail at the activity distribution office to show the postal class and service desired. Place mail class endorsements Third-class, Fourth-Class, Special Fourth-Class Rate, etc.) in the right upper corner of the mail, about one-fourth of an inch below the postage meter imprint or permit imprint. Make endorsements 1/4- to 1/2-inch high. Place markings for special services (registered, certified, etc.) above the address and to the right of the return address.

b. (ADDED) (AF) Label parcels that contain dangerous, radioactive, or magnetic matter according to AFI 24-204, *Preparing Hazardous Materials for Military Air Shipments*, (formerly AFR 71-4). Don't mail such parcels to, from, or between overseas areas.

## **I. SELECTION OF SPECIAL MAIL SERVICES**

The Government Losses in Shipment Act (Title 40, U.S. Code, Section 726) (reference k) and the Government's general self-insurance policy prohibit Federal agencies from using registered and insured mail for the sole or primary purpose of obtaining postal indemnity. Claims shall not be made against the USPS for indemnity on items lost or damaged in the mail. However, Comptroller General of the United States Decision B-114874, October 13, 1978, (reference l) allows the Government to use registered or numbered insured mail to obtain the "special" services they offer (i.e., added protection or proof of delivery). Heads of DoD Components are authorized to approve the use of these services on an exception basis. This authority may not be delegated lower than installation or equivalent command OMM. The following are DoD-wide authorized uses.

### **1. Registered may be used for:**

- a. Criminal investigation evidence.
- b. Cash, original vouchers (disbursing and collecting), and voided or canceled checks.
- c. One-of-a-kind, irreplaceable sensitive, controlled, rare, or pilferable items and items having a replacement cost in excess of \$20,000. Such items include, but are not limited to, calibration equipment, supply items, historical matter (including films), library materials, original manuscripts, and camera-ready mechanical and artwork.
- e. Mailable shipments of Government-owned firearms (return receipts may be used).
- f. Commercial transportation tickets, boarding passes, and Air Mobility Command authorizations when personal delivery or pickup is not possible.
- g. Classified documents as required by DoD 5200.1-R (Reference (m) and DoD Component directives.
- h. Other communications and parcels that by law, DoD directive, or DoD Component directive must be registered.
- i. The following items with return receipts:
  - (1) Environmental samples.
  - (2) Notification of radiation exposure.
  - (3) Mailing former evidence to its owner.
  - (4) Mobilization preassignment orders to international addresses where this service is authorized.

I.1. (ADDED) (AF) Limit special postal services to instances when law or DoD or Air Force regulation requires them; or when mission essential. Follow these guidelines: If the mail needs additional security, only use registered mail since it alone gets special handling and is traceable. Internal receipts inside First-Class mail satisfy most receipt and security requirements of unclassified administrative communications. OPRs who write Headquarters Air Force directives that specify use of special mail services must coordinate their draft directives with SAF/AAIA before publication. MAJCOM, FOA, and DRUs will do it for their commands. Do not use special mail services just to get a record of mailing or delivery, or to trace communications sent between two Air Force activities, unless a DoD or Air Force directive authorizes it.

### **I.2. (ADDED) (AF) Registered Mail.**

Registration gives mail more security in transmission, and provides a chain of receipts from the time of acceptance to final delivery. Registered mail receives the most protection given to US mail, and has a low loss rate. The extra control over registered mail may delay it, causing longer transit times than First Class or Priority mail.

a. (ADDED) (AF) Official mail is registered for security, not indemnity, so we normally only pay the minimum registration fee. However, the full value must be declared on registered articles, and appropriate registration fee paid, having intrinsic value to ensure they are given appropriate protection by USPS. For classified, and other articles not having intrinsic value do not estimate the value of the information in its contents. Put any waybills, invoices etc., inside the package.

b. (ADDED) (AF) The serving postal facility (USPS or APO) issues registry labels to the BITC. The BITC uses one of these numbers on each registered item. The BITC may issue a block of registry labels to activity distribution offices that frequently send registered mail. Large volume mailers requiring registered service should prepare containers complete with labels they get from the BITC. They should use container numbers instead of registered mail label numbers on consolidated accountable mail.

c. (ADDED) (AF) The BITC obtains a receipt for registered mail on AF Form 627, Application for Registration or Certification of Official Mail, or PS Form 3877, Application for Registration or Certification, from the post office at the point of mailing. (ADDED) (AF) NOTE: The accepting postal facility places date stamp imprints across seams, flaps or tape strips to make it easy to spot tampering. Seal registered mail with mucilage, glue or paper tape; never plastic or masking tape. Do not use window or self sealing envelopes, and only use those with normal seams and flaps that the date stamp can straddle. The envelope's material must be able to absorb the ink from the date stamp.

d. (ADDED) (AF) In the Air Force the following items may also be registered:

- (1) (ADDED) (AF) Secret material.
- (2) (ADDED) (AF) Confidential material sent out of the CONUS, Alaska, Hawaii, Puerto Rico, and US possessions and trust territories.
- (3) (ADDED) (AF) NATO Confidential information AFPD 31-4, *Information Security* (formerly DOD 5100.55/AFR 205-43).
- (4) (ADDED) (AF) Air Force Office of Special Investigations (AFOSI) counterintelligence information; and AFOSI technical services equipment, including items such as badges or credentials.
- (5) (ADDED) (AF) Patient's valuables.
- (6) (ADDED) (AF) Project 269 "Patch Safe" shipments to and from overseas areas.
- (7) (ADDED) (AF) JUMPS supporting documents.
- (8) (ADDED) (AF) Accountable forms when addressed to oversea MPOs, when additional safeguards are necessary.
- (9) (ADDED) (AF) Logistics Mailings when they require protection in transit, like accountable assets equipment to overseas destinations (AFM 67-1, volume 1, Part 1, USAF Supply Manual, WPAFB OH 45433, *Basic Air Force Supply Procedures*).
- (10) (ADDED) (AF) Aircraft accident reports and formal aircraft incident reports, to provide security and prevent unauthorized disclosure of these reports while out of Air Force control.
- (11) (ADDED) (AF) Records of trial by courts-martial.

e. (ADDED) (AF) Examples of cases in which to use a return receipt on registered mail include:

- (1) (ADDED) (AF) Claims and litigation proceedings documents. As an alternate choice, use certified mail with a return receipt when possible.
- (2) (ADDED) (AF) Personal effects of intrinsic value of deceased personnel sent to the next of kin.

## 2. Certified may be used for:

- a. Letters to establishments being declared "off limits."
- b. Adverse enlisted and officer efficiency reports and other similar actions.
- c. Controlled test material.
- d. Instructional material marked "For Faculty Use Only."
- e. Items requiring shipment by Priority Mail when the certified fee is less than the fee for other services which provide proof of delivery.
- f. The following items with return receipt:
  - (1) Equal employment opportunity case material mailed to complainants and their representatives.
  - (2) Reduction-in-force notices sent to civilian employees on authorized absence.
  - (3) Final decisions of a contracting officer issued under the dispute clause of a Government

contract.

- (4) Show cause or cure notices issued under the default clause of a Government contract.
- (5) Any other communication for which receipt is essential to create or preserve rights granted to the United States under a Government contract.
- (6) Debarment letters.
- (7) Delayed entry packets.
- (8) Summonses and subpoenas.
- (9) Adverse personnel actions for military and civilian personnel.
- (10) Illegally held identification cards.
- (11) Traffic or driving violations.
- (12) Letters of relocation or suspension of installation driving privileges.
- (13) Dishonored checks (not applicable to nonappropriated fund instrumentalities).
- (14) Questionnaires to injured persons.
- (15) The following legal matters.
  - (a) Records of trial for all Special and General Courts Martial.
  - (b) Decisions of the courts of military review.
  - (c) Officer elimination cases.
  - (d) Any other communication, receipt of which is essential to create or preserve the rights granted to the U.S. Government in connection with criminal proceedings.

2. (ADDED) (AF) Certified Mail. Certified mail does not have widespread application within the Air Force. Certified service provides a receipt of mailing, and a record of delivery for First-Class mail. It provides no indemnity. Use it only within the US domestic and military postal system and only when law, DoD, or Air Force directives require it. Additional authorized uses are:

- a. (ADDED) (AF) Confidential information to or from DoD contractors (DoD 5200.1R/AFI 31-401, *Information Security Program Management* (formerly AFR 205-1), and DoD 5220.22-R/AFI 31-601, *Industrial Security Program Management* (formerly AFR 205-4)).
- b. (ADDED) (AF) Sensitive medical records or test results.
- c. (ADDED) (AF) Transmittal of identification cards to persons who are unable to pick them up in person, and letters to retrieve identification cards that are no longer valid.
- d. (ADDED) (AF) Final Notice on Expiration of Nontemporary Storage Accounts (AFPD 24-5, *Transportation and Storage of Personal Property* (formerly AFR 74-17)).
- e. (ADDED) (AF) Defense Activity for Non-Traditional Education Support test material.
- f. (ADDED) (AF) Notification to obligated reservists of failure to complete required training.
- g. (ADDED) (AF) Notices to spouses when members elect less than 100 percent Survivor Benefit Plan coverage.

2.1. (ADDED) (AF) Return Receipts. Do not use return receipts on items sent between Air Force activities as USPS charges for them. Instead, use AF Form 74, Communications Status Notice/Request, or an internal receipt. A PS Form 3811, Return Receipt, provides a mailer proof of delivery. It can be used on numbered insured, registered, and certified mail. A return receipt may be used to restrict an article's delivery to the addressee (or his or her agent) when proof of addressee receipt is needed.

- a. (ADDED) (AF) Examples of the authorized use of certified mail, with return receipt, are:
  - (1) (ADDED) (AF) Casualty assistance and notification.
  - (2) (ADDED) (AF) Personal effects of no intrinsic value of deceased personnel sent to next of kin.
  - (3) (ADDED) (AF) Report of survey.
  - (4) (ADDED) (AF) Notice of indebtedness to US Government.
  - (5) (ADDED) (AF) Letter of transmittal and orders for extended active duty to reserve personnel.



(6) (ADDED) (AF) Adverse action from the civilian personnel office.

(8) (ADDED) (AF) Notices to spouses when members elect less than 100 percent Survivor Benefit Plan coverage.

(9) (ADDED) (AF) Contracting documents requiring proof of delivery.

b. (ADDED) (AF) Examples of the authorized use of Certified Mail, Return Receipt with restricted delivery, are:

(1) (ADDED) (AF) Transmittal of Court of Military Review decision and other military justice documents.

(2) (ADDED) (AF) Notice to obligated reservists for failing to participate in unit training.

(3) (ADDED) (AF) Debarment or Revocation/Suspension Letter notices to persons not permitted access to a base, or to some activities on the base for failing to comply with Air Force standards. Applies only when the notice goes to nonactive duty personnel or when it is not possible to make sure these personnel receive the correspondence. In overseas areas, use registered mail, with return receipt, to send such mail to people with an international address.

2.2 (ADDED) (AF) Certificate of Mailing. PS Form 3817, Certificate of Mailing, gives proof of mailing. Air Force, and other organizations using the BITS, must not use this service. If an organization needs proof that it mailed an item, the unit should keep a log or other internal record.

2.3 (ADDED) (AF) AF Form 12, Accountable Container Receipt. When opening a container, account for and verify that the contents are there, sign the original, and return it to the sender. Mark the date received on the duplicate and dispose of it according to AFMAN 37-139, *Air Force Records Disposition* (formerly AFR 4-20, volume 2). Dispatching activities must take followup action if the AF Form 12 is not returned within 14 workdays from the date of dispatch (unless the normal two-way transit time is longer).

3. Unnumbered insured mail is delivered as ordinary mail and shall not be used. No exceptions shall be granted.

4. Numbered insured mail may be used only:

a. For accountability reasons when proof of delivery is required for valuable administrative or logistical equipment, supplies, and printed matter.

b. To return borrowed library and similar items when required by the non-DoD lender.

5. Special Delivery service shall not be used when the item is to be delivered to the addressee by the USPS or the military postal service. No exceptions shall be granted. See Chapter 3, Section L for use with international mail.

## **J. COMPUTATION OF POSTAGE AND FEES**

1. Postage and fees for domestic mail shall be computed according to the DMM and changes announced in the USPS Postal Bulletin. USPS Poster 103 provides the information in convenient, easy-to-use form. USPS Poster 103 must be used with the Postal Zone Chart for the post office where the item will be mailed.

2. Postage and fees for international mail shall be computed according to the IMM and changes announced in the USPS Postal Bulletin.

3. Properly programmed electronic scales may be used to meet the requirements of Subsections J.1. and J.2. above.

4. Items mailed from one MPO to another MPO in the same theater shall have "DoD Official Intratheater Mail" typewritten, handwritten, rubber stamped, or mechanically printed in the area where the postage normally would be placed.

## **K. EXPRESS MAIL**

1. Express Mail shall be used only when it is the most cost effective way to accomplish a mission within time, security, and accountability constraints. It shall not be used:

a. To respond to directed actions or requests for information unless using it is the only way to meet a short suspense.

b. For the purpose of correcting administrative oversights such as late suspense's when adequate time existed.

c. On days before weekends or holidays unless the sender has verified someone will be available to accept and work on it during the weekend or holiday.

2. Heads of DoD Components are authorized to approve the use of Express Mail. This authority may not be delegated lower than installation or equivalent command OMM.

3. Tenant activities shall request approval to use Express Mail through the host installation when the host provides the postage and fees for the tenant's mail.

4. Postage shall be paid by using:

a. Postage meter imprints and the word "metered" entered in the Express Mail label customer number block.

b. Adhesive postage stamps and the word "stamps" entered in the Express Mail label customer number block.

c. A USPS assigned Government Agency Expense Mail Code (Commonly called "P Code") placed in the customer number block on the Express Mail label. Preprint or rubberstamp the phrases "Official Business" and "Penalty for Private Use \$300.00" immediately below the complete return address. Those phrases shall not be typewritten or handwritten. NOTE: This method of payment is not available for Express mail originating at MPOs; USPS has not set up accounting procedures for such revenue at MPOs.

4. (ADDED) (AF) OMMs must refer outgoing Express Mail, except such mail containing classified materials or addressed to MPOs, to the Transportation Management Office (TMO) for determination of the most cost-efficient carrier. USPS is the only carrier available for express mail shipments to MPOs, and USPS express mail is the only DoD-approved carrier for classified material. Since USPS express mail may contain classified material, it must be processed by the BITC on AF Form 12.

5. The sender shall submit requests for refunds for postage paid when Express Mail items are not available when promised.

5. (ADDED) (AF) Each BITC must examine incoming Express Mail to see if it meets delivery time guarantees. When it does not, BITC will notify the sender and return a copy of the Express Mail receipt, Label 11A, so the sender can process a refund. The sender uses a PS Form 3533, Application and Voucher for Refund of Postage and Fees.

6. Express Mail service is not available to and from all MPOs. Also, Express Mail service is not available from all USPS operated post offices to MPOs. Contact the local post office for availability information.

6. (ADDED) (AF) Express Mail:

a. (ADDED) (AF) Service. If the receiving Post Office doesn't provide service to the addressee, then use Post Office to Post Office Service instead of the more costly Post Office to Addressee. Check with the addressee in advance to determine the best and most cost efficient service to select.

b. (ADDED) (AF) Use of Express Mail. Express Mail service exceeds the delivery needs of most mailers. Use Express mail applying these guidelines:

(1) (ADDED) (AF) Logistics Material. You can use Express Mail for logistics shipments identified as MICAP or movement precedence 999. You can send these and only these categories as Express Mail without further justification.

(2) (ADDED) (AF) Administrative Material. You can use Express Mail for administrative material (correspondence, documents, data tapes, [etc.]) only when the addressee's mission prevents an extension to allow First Class or Priority mail use.

(3) (ADDED) (AF) USPS ExpressMail. USPS Express Mail may be used in addition to registered mail for the movement of Secret material when it is the most cost-effective way to meet a program requirement within time, security, and accountability constraints. This method is authorized for shipments through USPS within and between the United States and its territories. DO NOT USE THIS SERVICE TO SEND CLASSIFIED TO, FROM, OR BETWEEN APO, FPO, OR FOREIGN ADDRESSEES. DO NOT EXECUTE THE "WAIVER OF SIGNATURE AND INDEMNITY" ON THE USPS EXPRESS MAIL LABEL 11-B UNDER ANY CIRCUMSTANCES. Base IMs will establish and publicize procedures for handling express mail within their area of responsibility in an expeditious manner, keeping in mind that any express mail package could contain Secret material. Follow prescribed guidelines for maintaining appropriate accountability for Secret material according to AFI 31-401, *Information Security Program Management* (formerly DoD 5200.1/AFR 205-1). Obtain a receipt or signature from addressee for all incoming Express Mail shipments.

#### **L. INTERNATIONAL MAIL**

1. **Postal Union mail:** All official correspondence (letters and cards) may be sent as airmail. Packages containing official matter may be sent as airmail if the urgency in delivery justifies the costly airmail letter rates.

2. Parcel post shall be sent only as surface mail.

3. Special delivery may be used in countries where it is the only reliable means of ensuring prompt delivery.

4. Consult the IMM or local post office for applicable postage, customs tags, special services, and restrictions prior to preparation for mailing.

#### **M. MERCHANDISE RETURN AND BUSINESS REPLY**

1. **Merchandise return service (MRS) and business reply mail (BRM) shall:**

a. Be addressed to a DoD activity. The address and ZIP + 4 bar code shall be preprinted on the item. The local post office will provide the appropriate bar code negative or positive for printing.

b. Be used only when a reply is requested on official business from an activity or individual outside the U.S. Government who is not required by law to reply, and the receipt of the reply is in the best interests of the U.S. Government.

c. Not be used to receive responses from DoD activities or personnel except retired personnel, reservists not assigned to a unit, or when the command OMM determines this is the most cost-effective method to return correspondence course materials. DoD activities can return these items at their own expense through their correspondence distribution center, saving the U.S. Government the applicable accounting fee.

2. **BRM:**

a. Is charged at the First-Class rate plus a per-piece accounting fee.

b. Shall be prepared per DMM Section 917 for prepaid postage and Section 137 for penalty mail. The card format shall be used when possible. See DMM, Section 322, for restrictions on preparation and use of double and single postal and postcards.

c. (ADDED) (AF) Use BRM when it is to the Air Force's advantage. For instance:

(1) (ADDED) (AF) When there will be a low return rate and the mailing will likely be cheaper than providing premetered postage.

(2) (ADDED) (AF) When there will be a low return rate but the mailer wishes to induce a greater response rate from non-DoD personnel and activities in the interest of the Air Force by providing free postage.

d. (ADDED) (AF) Don't use BRM if your location historically receives very few BRM mailings.

**3. MRS:**

- a. Is charged at the appropriate Priority, Third-Class or Fourth-Class rate plus a per-piece accounting fee.
- b. Shall be prepared per DMM Section 919 for prepaid postage and Sections 137 for penalty postage.
- c. Shall not be used until USPS assigns permit numbers.

**N. OTHER REPLY MAIL METHODS**

Premetered or postage stamps shall be used when they are more cost effective than merchandise return or business reply. (Example: One hundred reply cards, premetered at 17 cents each, cost \$17. Sixty-seven returned BRM cards cost 17 cents plus 9 cents (accounting fee) each, a total of \$17.42. Users shall automatically recalculate this example when rates change.) Place postage stamps or premetered imprints only on items of known requirements. Premetered reply mail shall be prepared per the DMM, Section 144.

**O. RESTRICTIONS ON USE OF APPROPRIATED FUND POSTAGE**

Appropriated fund postage may be used:

1. By the Army and Air National Guard only for mailings pertaining to federal matters.
2. By an activity or activity commander for sending invitations to official social functions held in behalf of a DoD Component or sponsored in the name of a DoD Component. The official status of the function shall be clearly stated or readily apparent in the invitation. For example, an installation commander is authorized to use appropriated fund postage to invite community officials to an installation open house.
3. By retired members of a DoD Component but only in the form of merchandise return or business reply items furnished to them for reply purposes.
4. For mailing change of address cards only for changes of address resulting from carrying out written military orders. A copy of the orders must be presented with the cards.
5. For mailing bulk shipments of daily, weekly housing and similar bulletins consisting solely of official information to supported installations and activities only. Less costly methods of shipment must be considered and used when feasible.
5. (ADDED) (AF) Distribute this type of official information through the BITS when possible. The BITC, however, will not deliver such things to base housing areas. Sponsoring activities may do this if the installation commander authorizes them. Under no circumstances will they place any matter in residents' mail boxes.
6. By contractors and vendors as follows:
  - a. Vendors must prepay postage and fees.
  - b. Use of the standard penalty indicia is prohibited.
  - c. Contracts or purchase orders requiring DoD Components to pay the postage and fees shall require the use of mail classes and special postal services that will be at the lowest possible cost consistent with RDD, security, accountability, and USPS requirements.
  - c. (ADDED) (AF) In general, only Government Printing Office printing contractors doing Air Force jobs should use Air Force postage and mailing permits. Other contractors should prepay their own postage and be reimbursed under their contract.
  - d. Envelopes and labels used by a contractor shall bear the preprinted return address of the furnishing DoD activity and not that of a private person, concern, organization, or contractor.

e. When authorized, preprint the appropriate type of special service on the envelope or label in the manner USPS requires. Contractors shall not add their own markings for these services.

f. Mailers may use a permit for large mailings when they can meet USPS mailing requirements. Contractor use of permits must be approved by the DoD Component. Applications shall be submitted per DMM, Section 137.

g. Postage meters may be used when approved by the DoD Component. The meters shall be licensed to and under the control of the DoD Component concerned.

h. When the use of a permit or postage meter is not practical contractors shall prepay the postage and fees and be reimbursed by including such costs as a separate item on the invoice.

**7. For DoD Component authorized periodicals limited to the following:**

a. Distribution mandated by DoD Component regulations or directives.

b. Individual copies to higher headquarters in the chain of command and other public affairs offices for administrative purposes.

c. Copies in bulk to subordinate units for distribution to unit's members. Other, less expensive transportation methods shall be used if they can provide the same or faster delivery time than mail.

d. A copy to a private person, firm, or organization in response to a specific, written, unsolicited request only if the periodical contains no advertising. The request shall be kept on file in the public affairs office as long as the periodical continues to be mailed in response to that request. The mailing list shall be limited to the minimum consistent with the needs and best interests of the command and shall not include members of the audience the publication is designed to reach.

e. Copies to other government agencies and libraries, hospitals, or schools to promote the overall command public affairs program.

f. Copies of state Army and Air National Guard and U.S. Army Reserve Command command-level periodicals containing no advertising to the home address of individual members. These copies shall be mailed as Third-Class Bulk Rate or appropriate Second-Class rate. The mailing of lower command-level periodicals is not authorized.

g. Commercial enterprise newspapers may be mailed only in accordance with Paragraphs "a" and "b" above.

**8. By Non-appropriated Fund Instrumentalities (NAFIs), including the exchange services and the Stars and Stripes, only for official administrative (managerial) mailings related exclusively to the business of the U.S. Government. This does not include any function that would be a normal expense of a similar commercial business such as financial reports, personnel management, payroll, inventory procurement and sale, collection of income, advertising, mailing of films for paid exhibition, and equipment maintenance. For example: Appropriated fund postage shall not be used for the preparation and internal distribution of financial reports as this is a normal business expense; however, it may be used to mail copies of the report to the supervising DoD Component as this is not a normal business expense.**

**9. By commanders per DoD Directive 1015.6 (reference (n)) to discharge their Morale, Welfare, and Recreation (MWR) mission, but not to produce revenue. Social items such as ethnic recipes, birth announcements, and bowling league scores are not the exclusive business of the U.S. Government and shall not be mailed with appropriated fund postage. Appropriated fund postage may be used to mail a consolidated packet containing information regarding the existence of all available MWR activities to personnel eligible to use them; however, the packet shall neither contain information on revenue producing items or events nor violate other parts of this manual.**

NOTE: Title 18, U.S. Code, Chapter 31, Section 641 (reference (o)), prohibits the use of appropriated fund postage on personal mail.

10. By prisoners in a nonpay status for personal mail per DoD component directives.

**P. UNAUTHORIZED USES OF APPROPRIATED FUND POSTAGE**

The use of appropriated fund postage is not authorized on:

1. Matter that is not exclusively U.S. Government business.
2. Material delivered by a method other than the USPS.
3. Nonmailable items such as items that are undersized, oversized, overweight, or explosive. Obtain information about items that are not mailable from the local post office.
4. Postcards, unless the cards are DoD or DoD Component approved forms.
5. Official material, such as daily, weekly and housing bulletins containing unofficial information.
6. Information sent by DoD Components about non-mandatory events Use the correspondence distribution center, the installation bulletin or newspaper, or other methods to distribute this type of information.
7. Invitations to social functions to satisfy personal social obligations even if they are the result of an official position.
8. Personal congratulatory letters from one individual to another in a private capacity. This does not prevent the use of appropriated fund postage by heads of staff agencies or commanders to fulfill their official morale and esprit de corps obligations to members of their organizations or persons in their areas of technical responsibility. For example, sending congratulatory letters to people selected for advanced schooling, promotions, and letters of condolence is authorized.
9. Personal mail, holiday and birthday greetings, retirement announcements, completed employment applications, resumes, and similar material. However, activities may use appropriated fund postage for holiday greetings when international diplomacy dictates. Official announcements of official retirement ceremonies may be mailed using appropriated fund postage. The location and time of a reception related to the retirement or change of command ceremony may be noted if it does not result in any increase in cost to the Government, and the notation does not include advertisement for or endorsement of any enterprise.
10. Correspondence from international commands such as North Atlantic Treaty Organization official correspondence. This mail normally must be prepaid in the country in which it is posted. When appropriated fund postage is provided for official mail, the administrative agent assigned by (reference (p)) is responsible for procuring it and monitoring its use.
11. Correspondence of foreign military personnel. Foreign military personnel who are required by regulations of their own government to file reports or otherwise correspond with their embassy or government shall do so at their expense. However, appropriated fund postage may be used if the correspondence can be certified by the parent U.S. Government activity as exclusively the business of the U.S. Government.
12. Mail posted in foreign post offices. Such mail must bear the postage of the country where it is mailed unless there is a bilateral agreement in effect with the country which has special procedures for accepting DoD mail.
13. Anything mailed by concessionaires or their employees. This does not preclude use authorized by subsection O.3. of this chapter.

14. Fund drives not officially endorsed by DoD or the DoD Component concerned. BRM and MRS shall not be used on officially run drives.

15. Unofficial biographies and unit histories.

16. Dependent school yearbooks and other unofficial items such as announcement cards, thank you cards, memory albums, and biographies.

17. Announcements and attendance responses related to DoD Component branch anniversary parties and similar events.

18. Mailings by or for private associations, such as unit associations, wives clubs, Boy Scouts, etc.

19. Mailing matter donated by individuals for donation to other individuals or charitable organizations.

20. All similar matters that do not relate exclusively to the business of the U.S. Government.

21. (ADDED) (AF) Official material that the BITC delivers on-base as administrative communications. Do not put USPS postage on material that does not go through the USPS system. Do not apply postage on items delivered to individuals through the PSC.

#### **Q. REPORTING MISUSE OF APPROPRIATED FUND POSTAGE**

Unauthorized use of appropriated fund postage shall be:

1. Reported to the commanders of the individuals involved for appropriate investigation.
2. Reviewed to determine any appropriate reimbursement of postage and fees costs. Legal or administrative action shall be taken to obtain reimbursement when appropriate.

#### **R. PERMITS**

1. Permit mailings shall be used, when cost-effective, on large volume mailings of items with a uniform size and weight. Permit formats and instructions are in DMM section 145 prepaid postage and section 137 for penalty postage.

2. USPS requires advance notice on all permit mailings. Postage and fees are recorded on the USPS forms presented with the mailing.

3. Itemized postage uses a permit and is applicable where large volumes of parcels are mailed. A computer is required. Contact your USPS commercial account representative for details.

4. Permit mailings are not authorized at MPOs.

#### **S. METERED POSTAGE**

1. Metered postage shall be used to the maximum extent possible on mail that cannot be sent under a permit.

2. Requests for permission to use logos and slogans on ad plates authorized by the DMM, Section 144, shall be prepared and submitted per DoD Component directives applying to logos and slogans.

3. Chapter 5 sets forth procedures for controlling and safeguarding postage meters.

#### **T. POSTAGE STAMPS**

1. Postage stamps shall be used on mail that cannot be sent under a permit, metered, or premetered.

2. Chapter 5 sets forth procedures for ordering, controlling, and safeguarding postage stamps.

#### U. NONPROFIT AND SUBSIDIZED RATES

The Department of Defense is not authorized to send mail at nonprofit or subsidized rates (i.e. special bulk third-class rates, fourth-class library rates and the following second-class rates; in-country, special nonprofit, classroom, science of agriculture, limited circulation, and limited circulation science of agriculture).

#### V. DROP-SHIPMENT

Under a drop-shipment, the mailer enters the items into the USPS at the delivering post office rather than the mailer's post office. The mailer provides and pays for the transportation to move the items to the delivering post office and applies local zone postage. The transportation plus local zone postage can be less expensive than postage from the mailer to the addressee on zone-rated mail. The instructions in DMM section 144.39 apply. See DMM section 137.27 for restrictions when using penalty meters. Items may be drop-shipped to USPS facilities in the appropriate military post office gateway cities (New York, Miami, Seattle, San Francisco, Chicago, and Dallas), but shall not be drop-shipped directly to postal facilities operated by the military.

(Name of DoD Component)	
(Activity Name, Address)	<input type="checkbox"/>
OFFICIAL BUSINESS	
PENALTY FOR PRIVATE USE \$300 DD Form 2388)	
(Address)	

NOTE: "Penalty For Private Use, \$300" shall not be used when the postage is prepaid or "DoD Official Intratheater Mail" is used.

**DIMENSIONS:** 2 1/8 inches high by 5 3/4 inches long. Hole is 3/8 inch diameter; hole center is 1 7/16 inches from bottom and 1 15/16 inches from left end.

Figure 3-1. DoD Mail Bag Label



**Table 3.1. Domestic Mail Classification Selection Table.**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>If matter is</b>	<b>and is mailed</b>	<b>then it</b>
<b>1</b>	letter mail and other First-Class matter weighting 11 ounces or less	within CONUS; to, from, or between MPOs	shall be sent First-Class or Express Mail (see note 1).
<b>2</b>	letter mail and other First-Class matter, consolidated mailings, or Joint Uniform Military Pay Systems (JUMPS) pouches weighting more than 11 ounces		shall be sent First-Class or Express Mail (see note 1).
<b>3</b>	high priority logistic shipments, such as not mission capable supply (NMCS) and anticipated not mission capable supply (ANMCS)		may be sent Priority or First -Class, or Express Mail
<b>4</b>	transportation priority expedite shipments		may be sent Third-Class, Third-Class MOM, Fourth-Class, or Fourth-Class MOM (see note 3).
<b>5</b>	transportation priority routine shipments		shall be sent Third-Class, Third-Class MOM, Fourth Class, or Fourth-Class MOM (see note 3)
<b>6</b>	non-MILSTRIP parcels (for example, unaccompanied hold baggage, personnel records, reference documents or equipment for inspection or assistance teams, etc.)	within CONUS and speed is needed to meet RDD,	may be sent First-Class if 11 ounces (see note 2)
<b>7</b>	non-MILSTRIP parcels	to, from, or between MPOs and speed is needed to meet RDD,	may be sent First-Class, Priority , Third-Class MOM, or Fourth-Class MOM.
<b>8</b>	all other non-MILSTRIP matter not covered by rules 6 and 7 above	within CONUS: to, from, or between MPOs,	shall be sent Third-Class or Fourth-Class.
<b>9</b>	bulk distribution of publications , or critical to flying or marine safety: communications systems publications; immediate action regulations or directives, or emergency publications or forms requisitions (see notes 4 and 5)	within CONUS	may be sent First-Class or Priority (see note 5).
<b>10</b>	bulk distribution of publications (including regulations, manuals, directives, and instructions ) and blank forms not covered in rule 11	within CONUS; to from, or between MPOs,	shall be sent freight, Third-Class Bulk Rate, Special Fourth-Class Rate, Third-or Fourth-Class.
<b>11</b>	bulk distribution of classified accountable, critical to flying or marine safety, and communication systems publication	to, from, or between MPOs,	may be sent First-Class, or Priority (see note 5)
<b>12</b>	bulk distribution of immediate action regulations, directives, or emergency publications or form requisitions		may be sent First-Class, or Priority, Third-Class MOM, or Fourth-Class MOM.
<b>13</b>	bulk distribution of periodicals and newspapers	within CONUS; to, from, or between MPOs,	shall be sent Second-, Third- or Fourth-Class or Special Fourth-Class Rate (see note 6)
<b>14</b>	single copies of periodicals described in rule 13 and sent directly to individuals or organizations		shall be sent Requester Publications Rate or Third-Class Bulk Rate (see notes 6 and 7)

**Table 3.2. Domestic Mail Classes, Endorsements, and Levels of Service.**

I T E M	A	B	C	D	E
	Classification	Endorsement	Mode of Transportation	Domestic	To and From MPOs
1	Express Mail	special label required	airlift	Overnight	2 to 3 (where available)
2	First-Class	First-Class	airlift (see note 1)	3	7 to 10
3	First-Class (more than 11 ounces)	Priority (see note 2)			
4	Requester Publication Rate	(see DMM, Section 137)	surface	8	28 TO 46
5	Requester Publication Rate - MOM	(see note 3)	surface and airlift (see note 2)	NA	7 to 21
6	Third-Class	Third-Class	surface	8	28 to 46
7	Third-Class MOM	Third-Class MOM	surface and airlift (see note 2)	NA	7 to 21
8	Fourth-Class	Fourth-Class	surface	8	28 to 46
9	Fourth-Class MOM	Fourth-Class MOM	surface and airlift (see note 2)	NA	7 to 21
10	Special Fourth-Class Rate	Special Fourth-Class Rate	surface	8	28 to 46
11	Special Fourth-Class Rate MOM	Special Fourth-Class Rate MOM	surface and airlift (see note 2)	N/A	7 to 21

**NOTES:**

1. Normally, by surface to destinations within 200 miles from point of origin or point of entry into the domestic postal system from a MPO.
2. Whenever possible, MOM shall be used instead of Priority Mail for other than First-Class matter. It provides cheaper postage than Priority Mail; however, the transportation charge for the oversea portions of its trip is the same as Priority Mail. Delivery time to any MPO may be almost as fast, as portions of its trip is the same as Priority Mail. Delivery time to any MPO may be almost as fast Priority Mail and rarely exceeds 21 calendar days. Second-, Third-, and Fourth-Class mail also endorsed MOM moves by transportation in the United States and by air on oversea portions of the trip. MOM is available only to, from, and between MPOs. MOM is not available within or between Alaska, Hawaii, Kwajalein, Wake Island, Johnston Island, Puerto Rico, and CONUS but is available between these locations and MPOs.
3. Add "MOM" to the endorsement required by DMM, Section 137.

## CHAPTER 4

### PENALTY INDICIA

#### A. GENERAL

Each DoD Component pays USPS for penalty indicia use. The stamp distribution offices and local post offices now send records of penalty mail stamp purchases, postage meter settings, permit and business reply mailings, and other documents to HQ USPS for consolidation and billing to the appropriate DoD Component headquarters.

Payment is made locally only when required by DMM Section 137. Penalty mail stamps must be ordered according to the instructions in DMM, Section 137 and USPS Publication 350, "How to Order and Use Official Mail Stamps and Postal Stationery" (reference (q)). The standard penalty indicium "Postage and Fees Paid, (DoD Component Name), DoD-(Number)" is not a form of direct accountability and is no longer authorized for use within the Department of Defense.

A.1 (ADDED) (AF) The Air Force discontinued use of USPS penalty mail instruments--stamps, meters, permit imprint mail, second-class, and reply mail. All Air Force activities must use regular postage stamps, commercial meters, or other means available to the private sector mailers to transact USPS business.

#### B. PENALTY FOR PRIVATE USE

Title 18, U.S. Code, Section 1719, (reference (r)) provides that whoever uses penalty indicia items authorized by law to avoid payment of postage on private matter in the mail shall be fined not more than \$300. NOTE: This penalty does not apply to prepaid postage or "DoD Official Intratheater Mail."

#### C. POSTAGE DUE PENALTY MAIL

1. DMM, Section 137, contains instructions for preparation of postage due penalty mail.

2. The Military Postal Service Agency (MPSA) (in coordination with USPS) shall occasionally direct the use of postage due penalty mail during exercises conducted in areas served by the MPS.

3. In the event of hostilities limited to a theater or general mobilization, DoD Components may authorize the use of postage due penalty mail for periods not to exceed 120 days and only in an area that has been declared a hostile operations area by the President of the United States. The policies listed below apply.

a. For mail remaining in the same overseas theater, continue to use the "DoD Official Intra-theater Mail" procedures outlined in Chapter 3, subsection J.4.

b. For mail moving between adjacent theaters (e.g. EUCOM and CENTCOM) where there is no chance the mail will transit the United States Postal Service domestic system, continue to use the "DoD Official Intra-theater Mail" procedures outlined in Chapter 3, subsection J.4.

c. For international mail, comply with the IMM. One requirement of international mail is that it shall bear the correct postage. Postage due penalty mail shall not be used on international mail.

d. For all other mail leaving the theater, continue using postage stamps and postage meters as long as possible before switching to postage due penalty mail.

(1) Postage stamps shall be used when official mail centers can no longer use postage meters due to a lack of electricity, or equipment failures, or postal personnel are no longer available to set the meters. (When MPO financial transactions are terminated, postage meters shall be checked out-of use.)

(2) Postage due penalty mail shall be used on domestic mail leaving the theater when postage stamps are not available or cannot be used.

e. As the situation stabilizes:

(1) Postage stamps shall replace postage due penalty mail as soon as possible.

(2) The use of postage meters may be resumed as soon as electricity, serviceable equipment, and postal personnel to set the meters are available.

f. In the following scenario, MDay is the day an area has been declared a hostile operations area by the President of the United States or general mobilization occurs.

(1) At M-Day: Switch to postage due penalty mail where continued use of postage stamps or postage is not practical.

(2) At M+30: Users of postage due penalty mail switch to postage stamps and/or postage meters (where practical).

(3) At M+60: Those still using postage due penalty mail prepare to introduce postage stamps or make plans to have postage applied to their mail elsewhere in the theater (where practical).

(4) At M+90: Those still using postage due penalty mail convert to postage stamps and/or postage meters or have postage applied to their mail elsewhere in the theater. If these are not practical, continue use of Postage Due Penalty Mail.

(5) At M+120: Postage stamps and/or postage meters replace all use of postage due penalty mail. If that is not possible, advise the MPSA why it is not possible and provide an estimate as to when replacement of postage due penalty mail will be feasible. MPSA will then notify the USPS.

4. DoD Components shall notify the DoD Official Mail Manager that postage due penalty mail is being used not later than the second business day after use begins. The DoD Official Mail Manager shall notify the USPS General Manager, Official and International Mail Accounting Division, not later than the third business day after use begins.

5. Postage on postage due penalty mail shall be paid by the addressee when the item is delivered. Only postage stamps, postage meter strips, or cash is acceptable.

6. Postage due penalty mail SHALL NOT BE USED TO notify next of kin of casualties.

C.1. (ADDED) (AF) Postage Due Penalty Mail. Postage due penalty mail may be used by military units engaged in hostile operations during the first 30 days of hostilities. Such use must be according with section 137.5 of the USPS DMM and DoD 4525.8-M, *the DoD Official Mail Manual*. Postage due penalty mail will be paid by the addressee upon receipt. Payment for postage due penalty mail may be made by cash, check, stamps, or meter strips. Postage due penalty mail used by military units engaged in hostile operations will not be refused by the addressee.

## CHAPTER 5

**POSTAGE STAMPS AND POSTAGE METERS****A. PURPOSE**

This chapter sets forth the procedures for ordering postage stamps and controlling and safeguarding postage meters and postage stamps. Chapter 3 governs the use of these items.

**B. POSTAGE STAMPS**

1. **Who May Use** Postage stamps are intended for use by small volume mailers throughout DoD with outgoing mail volume too low to justify postage meters. Activities without a backup metering system may maintain not more than a 10-day emergency supply of postage stamps to be used only when metering equipment is not operational. Also, deployable units may maintain 30-day stock of postage stamps for use when deployed to areas without meters. Small volume mailers' inventories shall not exceed a 90-day supply. Stock shall be centralized and closely controlled by the command OMM. The advantages of permit and consolidated mailings must be maintained.

2. **Ordering** Only those small volume mailers, deployable units, and activities without a backup metering system that have been identified by their MACOM are authorized to order postage stamps directly from USPS or MPO. Verify quantities received. Penalty mail stamp orders shall be submitted per DMM, Section 137. Allow two weeks for delivery.

2. (ADDED) (AF) Air Force activities may not purchase penalty mail stamps or envelopes. Postage stamps must be purchased at local USPS post offices or MPOs using cash or check.

3. **Security Measures** All personnel are responsible for preventing the theft, misuse, waste, or loss of postage stamps. Postage stamps shall be secured in lockable containers (safe, file cabinet, desk drawer, etc.) or a locked room. Activities may establish additional controls as needed at the local level.

**C. POSTAGE METERS**

1. **License** Postage meter licenses are required and are obtained by submitting PS Form 3601-A, Application for a Postage Meter License per instructions in the DMM. Licenses shall be canceled when no longer needed.

1. (ADDED) (AF) **Meter License**. The manufacturer should not release the meter until a license is actually obtained from the local post office. The license cannot be transferred to a meter registered at another post office; however, the same license may be used when a meter is removed from operation and replaced with another at the same location. It doesn't matter if the meters come from two different manufacturers. The model number of the new meter and mailing machine must be marked on the license. When a meter is removed from service and not replaced, cancel the license with the local post office.

1.1 (ADDED) (AF) **Meters and Mailing Machines**. Postage meters cannot be owned; they must be leased. Unless otherwise specified in a host-tenant agreement, the installation OMM budgets the lease of official postage meters for the installation. Mailing machines are Air Force-owned equipment on a unit's supply account. Owning activities must budget the maintenance and replacement of mailing machines, as well as scales and related supporting equipment.

**2. Setting and Payments**

a. Meters shall be checked in and out of service per DMM 144.3.

b. Each meter shall be reset each quarter for the estimated amount of postage to be used on that meter during the quarter.

c. Each time the meter is set or reset, the post office employee completes PS Form 3603, Receipt for Postage Meter Setting. A copy shall be filed by the responsible OMM.

## 2.1 (ADDED) (AF) Meter Setting and Accounting System:

- a. (ADDED) (AF) Only a USPS representative can reset a meter.
- b. (ADDED) (AF) At overseas locations, the APO chief is the representative of the USPS. The APO Chief (or Custodian of Postal Effects (COPE)) will perform functions for official mail postage meters in accordance with the USPS DMM, Section 144 and the DoD Postal Manual, Volume 1.
- c. (ADDED) (AF) When setting the meter, the USPS representative prepares a PS Form 3603 in triplicate. The USPS keeps two copies of the PS Form 3603 and gives the meter holder the original for file. This form shows meter and license numbers, identifies the installation and unit using the meter, and the ascending and descending register readings shown on the meter before and after setting the meter. The USPS representative and the meter holder must verify these entries.
- d. (ADDED) (AF) Use a PS Form 3602-A, Daily Record of Meter Register Readings (3 below).
- e. (ADDED) (AF) The USPS keeps a PS Form 3610, Record of Postage Meter Setting, for each official postage meter licensed at the post office.
- f. (ADDED) (AF) When withdrawing a meter from service, the responsible Air Force activity must ensure that the servicing USPS facility provides proper credit for postage remaining on the descending register. Transfer postage to a replacement meter only when the license is also being transferred to it.

## 2.2 (ADDED) (AF) Accounting Responsibilities:

- a. (ADDED)(AF) Chiefs of Base Information Management are responsible for meters and associated equipment their installations use preparing official mail for dispatch. The Air Force owns all associated equipment which must be on the IM or using activity's supply account. The Basic Table of Allowance 006, *Organizational and Administrative Equipment*, authorizes postal metering equipment, (paragraph 10).
- b. (ADDED)(AF) Individuals operating metering equipment must provide proper care and protection for the equipment. To do this, a meter operator must:
  - (1) (ADDED)(AF) Allow no one, except USPS or MPO officials, to break the seal placed on a postage meter. Breaking or tampering with this seal is a postal offense.
  - (2) (ADDED)(AF) Ensure the machine is locked and the key is removed whenever the meter is not under surveillance by an authorized operator.
  - (3) (ADDED)(AF) Ensure that unauthorized people do not use the metering equipment and the equipment only processes official mail.
  - (4) (ADDED) (AF) Keep areas under the equipment free of dirt and filth, and check for mail that may have slipped underneath.

## 3. Daily Record of Meter Register Readings

### a. PS Form 3602-A, Daily Record of Meter Register Readings, shall be maintained for each meter.

- a. (ADDED) (AF) USPS or MPO officials will provide a PS Form 3602-A booklet at the first meter setting and replace it when it is full. Dispose of it per AFM 37-139, *Air Force Records Disposition*, (formerly AFR 4-20, volume 2).
- b. When the meter is set or reset, add the amounts appearing in the ascending and descending registers before the meter is used. The resulting sum becomes a control number. At the close of business each day, these two registers shall be added together. If their sum is not the same as the control number, the meter may have malfunctioned. The serving vendor shall be contacted before using the meter again.
- c. To determine the amount of postage used on any given day, subtract the descending register reading for the day from the descending register reading for the previous day.

## 4. Spoiled or Incorrect Meter Postage

a. Requests for refunds shall be submitted when authorized. DMM, Section 147, explains the conditions and procedures to be followed.

b. Equipment malfunctions causing spoiled meter postage shall be immediately reported to the manufacturer's representative.

c. OMMs shall ensure that spoiled meter postage is minimal.

#### **5. Metered Mail Preparation**

a. The meter imprint acts as a postmark and allows mail to skip the canceling process so be sure it is bright and clear, has the correct date, and florescent ink is used.

b. All addresses must face the same way and five or more pieces of metered mail must be bundled with rubber bands or paper straps. Large volumes should be trayed. Trays and similar items are usually provided free of charge by USPS and shall not be used for other purposes.

#### **6. Accumulators (printers) (when available)**

a. The record of postage used shall be printed out and analyzed by the OMM at regular intervals (weekly for most installations and activities). Information in the printout shall be used to identify large volume mailers and users of large amounts of certain classes of mail or special postal services. Their mailings shall be periodically analyzed to see if the items can be shipped more economically by other means.

b. The OMM should not try to record the postage of all tenants of the installation if it results in the analysis of relatively trivial amounts of postage.

#### **7. Equipment Operation**

a. The OMM and all personnel involved in mail processing should receive detailed instructions from the vendor when new equipment is installed. During initial use, do not hesitate to call the service representative when questions arise.

b. Check each scale for accuracy daily before it is used. This shall be accomplished by weighing an object of known weight. Appropriate calibrations shall be made before the scale is used.

#### **8. Equipment Failure**

a. Immediately report failures of meters, mailing machines, scales, etc., to the appropriate service representative. The service representatives' telephone number shall be prominently displayed in the vicinity of that equipment.

b. Do not tamper with the postage meter under any circumstances. It is a postal offense for anyone other than USPS personnel to break or tamper with the seals on postage meters.

c. All new equipment is initially covered by a warranty. Maintenance contracts shall be used after the warranty expires.

d. (ADDED) (AF) Equipment Failure. Mailing machine maintenance. Handle this with annual service contracts or by separate service calls after the expiration of any warranty period. Users must establish and maintain service contracts. When a malfunction occurs in a meter register or a mailing machine, immediately request service from the nearest manufacturer's representative. Under no circumstances will anyone tamper with the meter. Only the meter manufacturer may do maintenance to the meter register.

8.1. (ADDED) (AF) Equipment Placement. The base OMM may relocate existing equipment to a new activity on the same base or to another base to obtain proper use and improve mail processing. Besides the BITC, the OMM can assign metering equipment to any activity that generates large volumes and that has personnel to operate the equipment. However, any time a meter is assigned to another activity it must be checked out of service at the post office serving the transferring activity and checked into service at the post office of the gaining activity. This must be accomplished even if the same post office serves both activities. Do not relocate any meter without prior approval of the base OMM. For tenant units, responsibilities for postal support should be in host-tenant support agreements. In placing equipment, consider:

- a. (ADDED) (AF) Mail volume.
- b. (ADDED) (AF) Personnel available to assume the function.
- c. (ADDED) (AF) Unique operational requirements; e.g. mailing needs after duty hours and on weekends.
- d. (ADDED) (AF) If the assignment of a meter will expedite the dispatch of mail.
- e. (ADDED) (AF) Impact on the consolidated mail program.

8.2 (ADDED) (AF) Excess Postal Equipment. MAJCOMs will establish controls for the identification, redistribution, or turn-in of excess postal equipment. If MAJCOMs can not use excess equipment, they should ask other MAJCOMs if they could use it. They can use an AIG 508 message for this purpose.

## 9. Meter Security

### a. Meters

(1) Remove the meter and place it in a locked safe, file cabinet, or in a locked room overnight and any other time the operator is temporarily absent and adequate surveillance cannot be maintained to prevent unauthorized use of the meter.

(2) Immediately report the loss, theft, capture, and recovery of a lost, captured or stolen meter to the local post office, the equipment vender, and through command channels to Executive Director, Military Postal Service Agency, ATTN: DoD Official Mail Manager, Alexandria, VA 22331-0006. Reports shall include the meter make, model, and serial number; the date, location, and details of the loss, theft, or recovery; and a copy of the police report when applicable.

### b. Meter keys

(1) The Department of Defense (except MPOs) is not authorized to have a copy of the key to open and reset the meter. Any activity receiving such keys shall immediately give them to the post office setting the meter.

#### (2) Operating keys.

(a) One key is required to unlock the meter and must be used each day the machine is operated. This key shall be kept by the designated supervisor, except during periods the key and meter are signed out to a meter operator. During non-duty hours the key and meter will be stored in a locked file cabinet or safe in a locked room.

(b) Duplicate keys, when provided, shall be stored in a sealed envelope in a locked file cabinet or safe.

10. Property Accountability. Account for all postage metering equipment on the property records of the using DoD Component. The postage meter, itself, is leased and cannot be purchased.

11. Supplies and Services. These generally consist of meter tapes, ink, ink rollers, maintenance, rate changes (both USPS and UPS), and meter leases. Meter tape and ink specifications are found in the DMM.

## D. EMERGENCY DISPOSITION OF POSTAGE STAMPS AND METERS

1. If conditions permit, follow normal procedures for checking a meter out of service and returning the meter to USPS or the manufacturer (as appropriate).



2. If capture or loss of meters is imminent, record meter make, model, and serial number and destroy the meter if possible. Report destruction, capture, or loss per the instructions in Chapter 5, subparagraph C.9.a.(2) of this Manual.
3. When use of postage stamps is no longer possible, transfer existing inventory to another location for safe keeping or use. Destroy postage stamps when capture is imminent.

**CHAPTER 6****HELPFUL HINTS****A. PURPOSE**

This Chapter provides tips that can be used to obtain more cost effective use of employees, equipment, supplies, and the services provided by USPS. Items in this chapter are not mandatory unless directed elsewhere. Local reproduction of the desk top guide to cost-effective mailing (see "Appendix B) is authorized.

**B. COST SAVERS**

1. Train personnel on proper preparation of mail and how to cost effectively use the services provided by the USPS.
2. Ask the following about all mailings:
  - a. What will happen if the item isn't mailed?
  - b. What will happen if the item is mailed less frequently?
  - c. Can some other less expensive means of transporting the message or item be used? (For example: telephone call, data transfer, freight, small parcel carrier.)
  - d. Can it be combined or transported with something else?
  - e. Is it being mailed at the lowest postal rate legally possible?
  - f. Can postage costs be reduced by reducing weight or size?
  - g. Can postage costs be reduced by changing preparation methods?
3. Inspect outgoing mail to be sure it is properly prepared and not subject to surcharges for size or weight.
4. Limit use of merchandise return, business reply mail, and special services such as registered, certified, and insured.
5. Limit use of Express Mail.
6. Apply for refunds on spoiled meter postage and Express Mail shipments not delivered on time.
7. Limit to one quarter's usage the amount of postage set on meters and amounts of postage stamps purchased. It costs money to have funds tied up in inventory and this minimizes the inventory.
8. Report and, when appropriate, prosecute those who lose, steal, or misuse appropriated fund postage.
9. Use standard, letter-size envelopes whenever possible. Use large envelopes only when material may be damaged by folding or the volume is too great for letter-size envelopes.
10. Use ZIP + 4, presorted and other discounts, when eligible and economically feasible.
11. Periodically monitor mail practices to ensure that mail is sent by the most economical means.
12. Annually review recurring mailings for continued necessity.
13. Reduce the frequency and volume of mailings.

14. Update and verify mailing lists.
15. Consolidate mailings to common addresses.
16. Consider microfilm alternatives for mailing publications.
17. Require adequate printing lead time to permit economical mail service.
18. Reduce weight by printing on both sides of paper, selecting the lightest weight paper, and using all available printing space.
19. Ensure that contracts for printing and distribution contain specifications for using the most economical mailing services consistent with the priority of the case.
20. Consider alternatives to automatic data processing hard copy mailings, such as electronic transfer.
21. Promote computer output formats that make maximum use of available print space to reduce the weight of mailings.
22. Use electronic funds transfer for payrolls instead of sending checks to banks.
23. Use drop-shipments for zone-rated mail when cost effective.

### **C. PACKAGE PREPARATION**

1. Is the carton or shipping container:
  - a. Inexpensive and light weight?
  - b. In good, sturdy condition without tears or holes?
  - c. Strength, as indicated by the manufacturer's seal, suitable for the weight of the item to be shipped?
  - d. Small enough to fit closely around non-fragile items (books, spare parts, etc.) to minimize their movement? The more the contents can move, the greater the chances for damage to the contents or containers.
  - e. Large enough for adequate cushioning on all sides of fragile contents?
  - f. Are the contents adequately cushioned with light weight material so they do not move when the carton is shook?
  - g. Is the package properly closed with pressure sensitive, filament-reinforced tape? Do not use cellophane and masking tape.
  - h. Not wrapped with brown paper or anything else.
2. Are shipboard boxes packed in a sturdier outer container.
3. Is the address label:
  - a. Placed on the top of the package?
  - b. Easily readable?
4. Does the address label:

a. Contain complete delivery and return addresses with ZIP + 4 Codes?

b. Have the proper mail classification endorsement and appropriate special service marking correctly placed on the address label?

5. See DMM, Section 120 for further information.

#### **D. SECURITY**

1. Know your employees. Don't hire anyone to handle your postage without first determining his or her background.

2. Secure your mailroom against access by unauthorized persons. Keep it locked whenever possible, especially when no one is on duty. Consider having a sign-in sheet for persons entering and leaving the mailroom, including times of arrival and departure.

3. Keep valuable mail separate from other mail. Document each transfer of registered mail by requiring the receiving party to sign for custody.

4. If funds are handled as part of the mailroom operation, establish adequate controls to fix individual responsibility for any losses that may occur. Don't keep postage mail stamps in an unlocked drawer.

5. Keep your postage meter locked when not in use. Check outgoing metered mail periodically to determine if employees are using metered postage for their own personal mail.

6. Establish procedures to account for valuable items that were mailed but for some reason were returned.

7. Ensure postage is placed in the upper right corner of the address label or tag. This acts as a deterrent to theft by "over labeling," a technique to divert the parcel to a name and address controlled by the thief.

8. Vary times and routes of travel between post office and mailroom if currency or other valuable mail is regularly sent or received. Check periodically to determine if mail messengers are making unauthorized stops or are leaving mail unattended in unlocked vehicles.

9. Employees caught stealing should be prosecuted. There is no greater deterrent to a potential thief than the knowledge that prosecution will follow. Contact local security officials.

10. (ADDED) (AF) Air Force OMMs will insure compliance with security inspection programs established per paragraph 5-300 of DoD 5200.1-R/AFI 31-401, *Information Security Program Management* (formerly AFR 205-1).

#### **E. ENVIRONMENT**

A mailroom having a pleasant, business-like appearance helps create a happy work environment, good morale, and quality work. The following contribute to the desired environment:

1. Adequate ventilation, heating, and cooling are essential for good health and morale as well as quality work.

2. Nicely decorated walls and ceilings help employee morale and production.

3. Well-lighted mail processing areas reduce eye fatigue and improve work quality.

4. When possible, arrange for employees to be seated while working. It reduces feet and leg problems and need not decrease production. Use cushion mats in areas where employees must stand for prolonged periods of time.

5. A clean mail processing area free of excess supplies, equipment, clothing, and other matter looks better and reduces the chances for loss, misplacement, and theft of mail.

6. Proper kinds and quantities of equipment and supplies are essential. Mechanize and automate procedures whenever cost effective.

7. Clean and properly maintained postage metering and mail processing equipment works and looks better. Operators can clean the equipment and perform many minor adjustments. Consult the equipment operator's manual or service representative for information and instructions.

#### **F. DEALINGS WITH THE POST OFFICE**

1. Payments for postage. Post office employees sometimes request payment when penalty meters are set, penalty permit mailings are made, or penalty BRM is received. The postage and fees for these are paid centrally by the DoD Component headquarters. When this happens, ask the individual to review DMM Section 137 for instructions. Postage due on Postage Due Penalty Mail and the postage and all fees for merchandise return are paid locally to the post office; they are not billed to the DoD Component headquarters (see DMM Section 137).

2. Cooperation and good relations with your post office's representatives are essential. Contact them frequently. If you do not need their assistance, find some reason to visit or call them occasionally so they will know who you are when you do need their assistance. Do not hesitate to ask for their advice or assistance, especially when designing forms or a large mailing. The more familiar they are with your operation the better they can help you get the most per postal dollar. The local post office has no authority to change USPS policy. Requests to change USPS policy shall be forwarded through the DoD chain of command. Disagreements with the local post office rulings or interpretations of the DMM can be appealed through the USPS chain of command.

#### **G. MAIL BOMBS**

1. THE LIKELIHOOD OF YOUR EVER RECEIVING A BOMB IN THE MAIL IS VERY REMOTE. But, unfortunately, a small number of explosive devices HAVE been mailed over the years resulting in death, injury and destruction of property. Motives for mail bombs often are revenge, extortion, terrorism, or business disputes.

2. A bomb can be enclosed in either a letter or a parcel, and its outward appearance is limited only by the imagination of the sender. Mail bombs may, or may not, have one or more of the characteristics listed below. They may even appear to be official mail. You local police and the nearest Postal Inspector in Charge (obtain the address from your post office) can tell you more about mail bombs and what to do if a suspect mailing is identified. Mail bombs may:

- a. Bear restricted endorsements such as "personal" or "private."
- b. Have an inaccurate addressee's name and/or title.
- c. Have distorted handwriting or the name and address may be prepared with homemade labels or cut-and-past lettering.
- d. Have protruding wires, aluminum foil or oil stains visible, and may give off peculiar smells.
- e. Have a large number of postage stamps.
- f. If a letter, feel rigid or appear uneven or lopsided.
- g. If a parcel:
  - (1) Be unprofessionally wrapped with several combinations of tape.
  - (2) Be endorsed "Fragile--handle with care" or "Rush-- do not delay."
  - (3) Make a buzzing or ticking noise, or a sloshing sound.

3. THE LIKELIHOOD OF YOUR EVER RECEIVING A BOMB IN THE MAIL IS VERY REMOTE. HOWEVER, IF YOU HAVE ANY REASON TO BELIEVE A LETTER OR PARCEL IS SUSPICIOUS, DO NOT TAKE A CHANCE OR WORRY ABOUT POSSIBLE EMBARRASSMENT IF THE ITEM TURNS OUT TO BE INNOCENT.

- a. DO NOT OPEN THE ITEM.**
- b. ISOLATE THE ITEM AND EVACUATE THE IMMEDIATE AREA.**
- c. DO NOT PUT THE ITEM IN WATER OR A CONFINED SPACE SUCH AS A DESK DRAWER OR A FILING CABINET.**
- d. IF POSSIBLE, OPEN WINDOWS IN THE IMMEDIATE AREA TO ASSIST IN VENTING POTENTIALLY EXPLOSIVE GASES.**
- e. IMMEDIATELY CONTACT YOUR LOCAL POLICE AND POSTAL INSPECTOR FOR PROFESSIONAL ASSISTANCE.**

**CHAPTER 7**  
**(RESERVED FOR FUTURE USE)**

## CHAPTER 8

DoD DIPLOMATIC POUCH MAIL**A. PURPOSE**

This chapter establishes the policies and procedures to be followed by DoD activities using the Department of State (DoS) Diplomatic Pouch Service (DPS). The policies and procedures in this chapter agreed with DoS requirements when they were written. DoS may change their requirements at any time. If that happens, follow DoS policies and procedures even though they may conflict with this Chapter. (NOTE: For diplomatic pouch purposes, the Marine Security Guard at diplomatic posts is considered to be a DoS activity. DoS is responsible for providing addresses and paying all costs associated with Marine Security Guard use of the DPS.)

**B. GENERAL**

1. Diplomatic pouches are intended to transport items, for the official use of the diplomatic mission, across international frontiers without procedural delay and without inspection by foreign government officials. These are the basic tenets of Article 27 of the Vienna Convention on Diplomatic Privileges and Immunities (reference (s)) and of international law and practices as they regard diplomatic pouches. The great majority of diplomatic pouches are dispatched unaccompanied; observance of their diplomatic status is entrusted to the good faith of foreign officials.

a. Diplomatic pouches are not marked in any way except as diplomatic correspondence. The pouch itself must in no way provide clues as to the nature of its contents by displaying notice labels or organizational symbols. It is an anonymous container. Pouches containing classified items are prepared and documented in the same manner as pouches containing unclassified items, but they are dispatched accompanied by a diplomatic courier or other authorized U.S. Government employee. Whether the pouch is dispatched accompanied or unaccompanied, its only purpose is to protect diplomatic and national security information. It is not intended to protect items of great monetary value or to function as an express mail service.

b. Pouch contents, regardless of their nature or classification, shall not be disclosed or discussed with any person except U.S. Government employees with the proper classification and a need to know. Under no circumstances may they be disclosed to or discussed with foreign officials. See subsection C.2. of this chapter, below, for additional instructions.

c. There are no limits on pouch size or weight for official items except those imposed by host governments (contact DPM or diplomatic post for latest information) and the capacity of the mode of transport. See subsection D.1. of this chapter, below, for information on size and weight limitations for various addresses used to get items into the diplomatic pouches.

2. DoD activities may use the diplomatic pouch only if there is no other expedient, cost beneficial, international mail service available. The international mail system and the Military Postal Service (MPS) shall be used when possible. Generally, this means the pouch will be used only for classified material, material too large for postal channels, or to diplomatic posts without MPS support. DoD activities using the pouch shall abide by the DoS requirements.

**C. CONTROL OF POUCHES AND POUCH CONTENTS**

1. **Empty Pouches.** All DoD activities shall immediately return empty pouches to DPM or the diplomatic post. DoD activities shall not use diplomatic pouches for any purpose other than as a diplomatic pouch.

2. **Pouch Communications.** Communications concerning material to be dispatched by pouch shall be classified as follows:

a. Communications may be designated UNCLASSIFIED when pouch contents are discussed in a general way (i.e., by registry number or by referring only to "items" or "material").



b. Communications must be designated at least **FOR OFFICIAL USE ONLY** when they specifically identify items being sent (i.e., "passports," "Ambassador Smith's letter of July 6th, "VCR Cassettes," etc.).

3. **Container (Pouch) Markings.** All containers used for pouch purposes shall not have markings on their outer surfaces other than those authorized by DoS. Any other markings will compromise the diplomatic nature of the pouch, disclose the nature of its contents, or cause errors in processing.

#### 4. **Uses of Contents**

a. Prospective pouch users are limited to U.S. citizen employees and others authorized use of the pouch.

b. Contents shall not contain enclosures for a third party, merchandise, currency, or any other item not eligible for pouch transmission.

#### 5. **Items Not Eligible for Pouch Transmission**

a. **Foreign National Mail.** If originated by an/or addressed to a third party individual or organization in a foreign country on non-official matters.

b. Any personal items shipped to circumvent the weight limitations provided for household effects, air freight shipments, or food allowances.

c. The following items are specifically prohibited for pouch transmission: alcoholic beverages; ammunition; animals or animal products (i.e., skins); any items for resale; bulk supplies of any nature; caustics; controlled substances; corrosives; currency; explosives; firearms; flammable type films; glass containers; incendiary materials; liquids; magnetic materials; narcotics; negotiable instruments; personal professional books and materials; plants; poisons; and radioactive substances.

d. **Violations.** Employees who violate these DoD or DoS policies shall be subject to loss of pouch privileges and/or disciplinary action.

6. **Inspection of Contents.** DoS reserves the right to examine all items intended for dispatch by pouch. Each addresser or addressee using the pouch to dispatch letters, flats, parcels, and nonconveyables automatically agrees to the following types of examination procedures by DoD Pouch Control Officers:

a. **Electronic Inspection.** All forms of electronic inspection, including X-ray and metal detectors.

b. **Physical Inspection.** Mail suspected of containing items prohibited for pouch transmission may be opened for inspection by Pouch Control Officers. Unclassified items may be opened without consent of sender or addressee. Classified items may be opened only in the presence of and with the consent of the sender or addressee. If consent is refused, the item will not be accepted for pouch transmission or returned to the sender when received in an incoming pouch.

#### D. **PREPARATION OF MAIL**

1. **Size and Weight Considerations.** Items weighing over 40 pounds, or exceeding 62 inches in length and girth combined, or whose longest dimension exceeds 24 inches cannot be shipped in standard diplomatic pouches and are called nonconveyable.

a. If the item is NOT for official business and exceeds the weight or size limits, do NOT ship it.

b. If the item going to a diplomatic post is unclassified, official business and exceeds the weight or size limits, call the DoS Unclassified Pouch Branch [(703) 661-6300] for special preparation and delivery instructions.

c. If the item going to a diplomatic post is classified and exceeds the weight or size limits, call the DoS Classified Pouch Branch [(202) 647-2936/7] for special preparation and delivery instructions.

## **2. Items from Diplomatic Posts**

a. All items originating at diplomatic posts shall be prepared and presented as required herein and by the diplomatic post.

b. Generally, the diplomatic posts pay transportation charges for pouches they originate. When the diplomatic post charges for use of the pouch service, the originating DoD Component is responsible for paying those charges for all items it sends through the pouch.

c. Items originating at diplomatic posts and intended for dispatch into the domestic postal system (including MPO addresses) are turned over to USPS at the DPM. These items must meet USPS standards and other requirements of this Manual.

(1) The originator shall apply the appropriate amount of postage at the full, single piece rate. Use the USPS Zone Chart (Figure 8-1) to determine the correct zone for zone-rated postage. When application of postage on official, unclassified, mailable items is not feasible at the diplomatic post, send the items to the parent DoD Component for application of postage.

(2) The various postal discounts for ZIP + 4, pre-bar coded, presort, and bulk rates require special documentation and shall not be used.

(3) USPS special services such as registered, certified, insured, etc. are not available on this mail.

d. All unclassified, nonmailable items (because of size, weight, or content) shall be prepared as required by DoS. Advise the addressee the item is being shipped so arrangements can be made to pick up the item on arrival at the DPM.

## **3. Items for Diplomatic Posts**

### **a. Unclassified Items**

(1) Use the diplomatic pouch only when a military post office address cannot be used.

(2) Prepare FOR OFFICIAL USE ONLY items per DoD 5400.7-R (reference (A.1.20)).

(3) Do NOT use accountable mail (Express Mail, registered, certified, insured). These services end at the Department of State.

(4) Use the following address format:

Name of person or organization)  
Diplomatic post name)  
Department of State  
Washington, DC 20521-xxxx \*

\* See the chart in Figure 8-2 for the appropriate ZIP + 4 Code.

The use of the correct ZIP + 4 Code ensures speediest mail processing.

### **b. Classified Items**

(1) Classified items entered into the DPS must be marked CONFIDENTIAL, SECRET, or TOP SECRET plus any other markings required by DoD 5200.1-R (reference (A.1.13)). These are the only DoD classified indicators recognized by DoS. DoS assumes items not bearing one of those indicators are unclassified. Items marked in a way which implies they might be classified or administratively controlled (i.e., "By Courier," "NOFORN," etc.) will not be accepted.

(2) All CONFIDENTIAL and SECRET material must be registered in accordance with subparagraph D.3.b.(3)(c)2, below.

(3) The following apply to CONFIDENTIAL and SECRET items mailed:

(a) Use the diplomatic pouch only when a military post office address cannot be used.

(b) Prepare the outer wrapper according to appropriate security requirements of reference (m). Address it to:

CHIEF, POUCH AND MAIL BRANCH  
DEPARTMENT OF STATE  
WASHINGTON DC 20520-0528

(c) The inner wrapper shall have:

1 The appropriate security markings and be prepared as required by reference (m).

2 **Registry Number.** Any item entered into the DPS for which the originator wants a receipt signature from DPM shall be clearly marked "REGISTERED" and shall have a registry number. The registry number shall be preceded by a designation which identifies it as the registry number; i.e., Reg Num: 123456. (Registered material received for forwarding is not assigned a number by the forwarding office, but is identified by the originator's registry number.) The registry number shall be typewritten. On envelopes and flats the registry number shall appear in the lower left corner of the envelope or the address label. On parcels and nonconveyables the registry number shall be in the lower left corner of the address label. (When items are sent to the DPM via USPS registered mail, the USPS registered mail number on the outer wrapper shall be used as the registry number on the inner wrapper. When items for more than one addressee are consolidated under one USPS registry number, identify each item by adding a different letter after the USPS registry number on the inner wrapper.)

3 An address in the following format:

NAME OF ADDRESSEE  
TITLE and/or AGENCY OF ADDRESSEE  
NAME OF OVERSEAS MISSION  
DEPARTMENT OF STATE  
WASHINGTON DC 20521-nnnn\*

\*See the chart in Figure 8-2 for appropriate ZIP + 4 Code.

(4) If delivered, all classified items shall be delivered to Room B528, Main State Building. The entrance is via a truck ramp into the building on 21st Street, between C and D Streets.

(5) DoD TOP SECRET material shall be sent via the Defense Courier Service (DCS) to the DoS for delivery by appropriate means. The DCS-unique two line address for DoS is:

449321-BA23  
DOS SEC OF STATE

**U. S. POSTAL SERVICE OFFICIAL ZONE CHANT  
FOR MAIL ORIGINATING FROM ZIP CODES BEGINNING WITH  
200 - 205, 209, AND 220 - 223**

ZIP CODE PREFIXES	ZONE	ZIP CODE PREFIXES	ZONE	ZIP CODE PREFIXES	ZONE
004 - 005	3	255 - 261	3	610 - 617	5
006 - 009	7	262 - 265	2	618 - 619	4
010 - 011	4	266	3	620 - 667	5
012	3	267 - 268	2	668 - 672	6
013 - 046	4	270 - 286	3	673	5
047	5	287 - 296	4	674 - 693	6
048 - 059	4	297	3	700 - 704	5
060 - 061	3	298 - 315	4	705 - 706	6
062	4	316 - 317	5	707 - 729	5
063 - 079	3	318 - 319	4	730 - 742	6
080 - 086	2	320 - 355	5	743 - 744	5
087 - 0119	3	356 - 359	4	745 - 748	6
120 - 123	4	360 - 361	5	749	5
124 - 127	3	362	4	750 - 784	6
128 - 129	4	363 - 367	5	785	7
130 - 132	3	368	4	786 - 787	6
133 - 136	4	369	5	788	7
137 - 142	3	370 - 374	4	789 - 796	6
143	4	375	5	797 - 806	7
144 - 153	3	376 - 379	4	807	6
154 - 156	2	380 - 383	5	808 - 831	7
157 - 158	3	384 - 385	4	832 - 844	8
159	2	386 - 397	5	845	7
160 - 165	3	399 - 410	4	846 - 864	8
166	2	411 - 412	3	865 - 885	7
167	3	413 - 414	4	889 - 999	8
168	2	415 - 416	3		
169	3	417 - 418	4		
170 - 176	2	420	5		
177	3	421 - 436	4		
178 - 179	2	437 - 447	3		
180 - 181	3	448 - 455	4		
182	2	456 - 457	3		
183 - 188	3	458 - 497	4		
189 - 199	2	498 - 509	5		
200 - 214	1	510 - 511	6		
215	2	512 - 533	5		
216 - 217	1	534	4		
218 - 219	2	535 - 561	5		
220 - 227	1	562	6		
228 - 241	2	563 - 564	5		
242 - 243	3	565 - 587	6		
244 - 245	2	588 - 595	7		
246 - 253	3	596 - 599	8		
254	1	600 - 609	4		

**Figure 8.1. U.S. Postal Service Official Zone Chart for Mail Originating from ZIP + 4 Codes, Beginning with 200-205, and 220-223.**

**ZIP + 4 CODES FOR UNCLASSIFIED MAIL AND  
INNER WRAPPER ON CLASSIFIED DoD DIPLOMATIC POUCH MAIL**

Abidjan	2010	Brussels (EMB)	7600
Abu Dhabi	6010	Bucharest	5260
Accura	2020	Budapest	5270
Adama	5020	Buenos Aires	3130
Addis Ababa	2030	Bujumbura	2100
Alexandria	6090	Bukavu	2240
Algiers	6030	Cario	7700
Amman	6050	Calcutta	6250
Amsterdam	5780	Calgary	5490
Ankara	7000	Canberra	7800
Antananarivo	2040	Cape Town	2480
Antigua	3010	Caracas	3140
Antwerp	5240	Casablanca	6280
Apia	4400	Cebu	4230
Asuncion	3020	Chengdu	4080
Athens	7100	Chiang Mai	4040
Auckland	4370	Ciudad Juarez	3270
Baghdad	6060	Colombo	6100
Bamako	2050	Conakry	2110
Bandar Seri Begawan	4020	Copenhagen	5280
Bangkok.	7200	Cotonou	2120
Bangui	2060	Curacao	3160
Banjul.	2070	Dacca	6120
Barcelona	5400	Dakar	2130
Barranquilla	3040	Damascus	6110
Beijing	7300	Dar es Salaam	2140
Beirut	6070	Dhahran	6310
Belfast	5360	Djibouti	2150
Belgrade	5070	Doha	6130
Belize	3050	Douala	2530
Berlin, GDR (EMB)	5090	Dubai	6020
Berlin, FRG (Mission)	5100	Dublin	5290
Bern	5110	Durban	2490
Bilbao	5410	Dusseldorf	5160
Bissau	2080	Edinburgh	5370
Blantyre	2290	Florence	5670
Bogota.	3030	Frankfurt	7900
Bombay	6240	Freetown	2160
Bonn	7400	Fukuoka	4310
Bordeaux	5580	Gaborone	2170
Brasilia	7500	Geneva	5120
Brazzaville	2090	Genoa	5680
Bremen	5150	Georgetown	3170
Bridgetown	3120	Goteborg	5760
Brisbane	4130	Grenada	3180
Brussels USNATO (M)	5230	Guadalajara	3280

Figure 8.2 ZIP + 4 Codes for Unclassified Mail and Inner Wrapper on Classified DoD Diplomatic Pouch Mail.

Guangzhou	4090	Luxembourg	5380
Guatemala City	3190	Lyon	5590
Guayaquil	3430	Madras	6260
Hague (The)	5770	Madrid	8500
Halifax	5500	Majuro	4380
Hamburg	5180	Malabo	2320
Hamilton	5300	Managua	3240
Harar	2180	Manama	6210
Havana	3200	Manila	8600
Helsinki	5310	Maputo	2330
Hermosillo	3290	Maracaibo	3150
Hong Kong	8000	Marseille	5600
Honiara	4390	Martinique	3250
Islamabad.	8100	Maseru	2340
Istanbul	5030	Matmoros	3300
Izmir	5040	Mazatlan	3310
Jakarta	8200	Mbabane	2350
Jedda	6320	Medan	4190
Jerusalem	6350	Melbourne	4140
Johannesburg	2500	Merida	3320
Kabul	6180	Mexico City	8700
Kaduna	2260	Milan	5690
Kampala	2190	Mogadishu	2360
Karachi	6150	Mombasa	2400
Katmandu	6190	Monrovia	8800
Khartoum	2200	Monterrey	3330
Kigali	2210	Montevideo	3360
Kingston	3210	Montreal	5510
Kinshasa	2220	Moroni	2380
Kolonia	4120	Moscow	5430
Koror	4260	Munich	5190
Krakow	5140	Muscat	6220
Kuala Lumpur	4210	Naha	4320
Kuwait	6200	Nairobi	8900
Lagos	8300	Naples	5700
Lahore	6160	Nassau	3370
La Paz	3220	Ndjamena	2410
Leningrad	5440	New Delhi	9000
Libreville	2270	Niamey	2420
Lilongwe	2280	Nice	5610
Lima	3230	Nicosia	5450
Lisbon	5320	Nouakchott	2430
Lome	2300	Nuevo Laredo	3340
London	8400	Oporto	5330
Lubumbashi	2230	Oran	6040
Lusaka	2310	Osaka-Kobe	4330

Figure 8-2. Continued

Oslo	5460	St. George's	3180
Ottawa	5480	Stockholm	5750
Ouagadougou	2440	Strasbourg	5620
Palmero	5710	Stuttgart	5200
Panama	9100	Surabaya	4200
Paramaribo	3390	Suva	4290
Paris	9200	Sydney	4150
Perth	4160	Taipei Ait	4170
Peshawar	6170	Tangier	6290
Ponta Delgada	5340	Tegucigalpa	3480
Port-au-Prince	3400	Tel Aviv	9700
Port Louis	2450	The Hague	5770
Port Moresby	4240	Thessaloniki	5060
Port of Spain	3410	Tijuana	3350
Porto Alegre	3070	Tokyo	9800
Poznan	5050	Toronto	5530
Prague	5630	Trieste	5720
Praia	2460	Tunis	6360
Pretoria	9300	Turin	5730
Pusan	4270	Udorn	4060
Quebec	5520	Ulan Bator	4390
Quito	3420	Valleta	5800
Rabat	9400	Vancouver	5540
Rangoon	4250	Vatican City	5660
Recife	3080	Victoria	2510
Reykjavik.	5640	Vienna	9900
Rio de Janerio.	3090	Vientiane	4350
Riyadh	6300	Warsaw	5010
Rome	9500	Wellington	4360
Rotterdam	5790	Windhoek	2540
Salvador de Bahia	3100	Winnipeg	5550
Salzburg	5830	Yaonde'	2520
Sanaa	6330	Zagreb	5080
San Jose	3440	Zurich	5130
San Salvador	3450		
Santiago	3460		
Santo Domingo	3470		
Sao Paulo	3110		
Sapporo	4340		
Seoul	9600		
Seville	5420		
Shanghai	4100		
Shenyang	4110		
Singapore	4280		
Sofia	5740		
Songkhla	4050		

Figure 8-2. Continued.

## (ADDED) (AF) CHAPTER 9

**BITC AND TMO SHIPPING/MAILING RESPONSIBILITIES****A. GENERAL INFORMATION**

1. Air Force activities must use the most cost efficient mode legally available that will get material to its destination on time. Under the Private Express Statutes, the USPS has a general monopoly for the transmission of First-Class material. Private carriers can carry all other classes of mail. There are numerous private carriers operating in parts of, or throughout, the United States. Private carriers can choose the type of service they provide and those locations they service. Therefore, in some instances, their services are superior to the USPS, in terms of cost or delivery time.

2. The OMM is the installation's primary USPS mail expert and provides all necessary interface with the USPS. OMMs will ensure that all First-Class official matter is moved by USPS, according to Private Express Statutes (39 U.S.C and 39 CFR).

3. The TMO is the installation's focal point for all non-USPS methods for moving official matter and is responsible for establishing accounts, shipping matter, and interface with private carriers.

4. OMM and TMO personnel will coordinate to ensure that each organization uses the most cost effective method to move official matter, within legal and policy requirements

**B. RESPONSIBILITIES**

1. The OMM is responsible for the processes associated with movement of all official mail through USPS, entering the system at their location, regardless of the item's origin, and for budgeting and funding. USPS will be used for all:

- a. First-Class official matter as defined the DMM.
- b. Non-First Class official matter when rates are less than private carrier rates.
- c. Second-Class, Third-Class Bulk, and Special Fourth-Class Presort permit imprint mailings when OMM and TMOs jointly determine that the best interest of the Air Force will be served by using the USPS permit imprint method of mailing.
- d. USPS Express Mail containing classified material and all classes of mail addressed to military post offices overseas.

2. The TMO is responsible for the processes associated with movement of all non-First-Class official mail-like matter, regardless of the item's origin, from the installation, and for budgeting and funding all movements approved by the TMO.

3. In coordination with the TMO, OMMs may deal directly with private carriers for the movement of Express Mail and non-First-Class matter. The TMO will establish, budget, and make payment on these accounts.

**C. FIRST-CLASS MATERIAL IN PRIVATE CARRIER SHIPMENTS**

The USPS has a general monopoly for the transmission of First-Class material. Therefore, if First-Class material is sent with a private delivery company, the proper amount of First-Class postage must be placed on the material. This is besides those charges of the private delivery company. Air Force activities shall not send First Class material by private delivery companies unless there is no alternative. There are two major exceptions to this restriction:

1. Invoices, bills, and similar First-Class material sent with, and exclusively for, the cargo they accompany do not require additional First-Class postage.

2. If there is a disruption of the USPS, private delivery companies may transport First-Class material without payment of postage.



## (ADDED) (AF) CHAPTER 10

BASE INFORMATION TRANSFER SYSTEM (BITS)A. GENERAL INFORMATION

This chapter sets procedures and responsibilities for managing the BITS and activity distribution offices. It tells how to transmit administrative communications on- and off-base. It does not apply to Air National Guard units.

B. RESPONSIBILITIES ASSIGNED

1. SAF/AAIA establishes and develops basic procedures for managing the BITS.

2. The installation commander must provide facilities, equipment, vehicles, resources, and services for the efficient operation of the BITS, according to this regulation and based on the mission requirements of organizations served.

C. AIR FORCE PROCEDURES

The Chief, Base Information Management normally should operate only one BITS on each Air Force base. All activities, including tenant organizations, should receive and dispatch administrative communications through this system, unless the Chief, Base Information Management grants them written authority to deal directly with the servicing postal facility or small parcel delivery service.

1. Military members, government employees, and official Air Force organizations must not use USPS collection boxes for depositing official mail on Air Force installations without first processing them, i.e., applying metered postage or postage mail stamps. Do not place permit mail in collection boxes. Official mail must be sent to the BITC for processing into the USPS system.

2. Official mail can be recalled at any time by completing PS Form 1509, Sender's Application for Recall of Mail, regardless of the return address. The mailing office does not have to fill out the PS Form 1509.

3. BITS picks up from and delivers to those activity distribution offices the OMM designates, after coordinating with them. The BITC must not make distribution to unstaffed activity distribution offices or deliver accountable or single wrapped containers stamped with a security classification to persons other than those the chief or supervisor of each distribution office designates. The BITS must have a list of these people with their clearances.

4. Personnel who handle mail or administrative communications must readily process and transmit these items, and protect them from damage, loss, or theft. Treat information in these items in confidence and do not disclose it to unauthorized persons. Deliver mail or administrative communications that are addressed by name and that are clearly of personal interest only to the addressee, in an unopened state. Examples of this type of communication are monthly leave and earning statements for employees, items from the consolidated base personnel office or central civilian personnel office addressed by name.

5. The Air Force designates BITS personnel by virtue of their assignment to BITS duties. No other additional appointment is necessary. Identify BITS personnel in writing, if necessary, to meet USPS or MPO requirements. Use a DD Form 285, Appointment of Military Postal Clerk, Unit Mail Clerk, or Mail Orderly, for this purpose. Do not give BITS personnel a unit mail clerk examination.

6. The BITS acts as the agent for all official onbase activities. As the agent, the BITS signs for all official accountable mail (Registered, Insured, Certified, and Express Mail) when the USPS turns it over to their personnel. The BITS also completes return receipts when it receives official mail from USPS. *EXCEPTION:* The OMM must make a special agreement with the servicing post office for return receipts to remain attached to official mail, until delivered to the office of address. When BITS has such an agreement, it must ensure the recipient completes the return receipt and returns it to the post office.

7. Accountable containers or single-wrapped containers with a security classification must not be left unattended in the BITC, activity distribution or action offices, or in vehicles during or between runs. Treat containers picked up from activity distribution offices or the postal facility containing the endorsement "DO NOT FORWARD" as ordinary First-Class mail. If the BITC or an ADO is holding this mail at the end of the workday, then it will place unprocessed or undelivered First-Class mail bearing the notice in a classified storage container. There is no requirement to handle it any differently than other First-Class mail during delivery, pickup, or on the mobile distribution vehicle: the endorsement only applies in CONUS.

8. The BITS main duty is to transfer official administrative communications between action offices. The BITS can also deliver communications from official sources (as determined by the return address or official postage), addressed to individuals by name. For intrabase communications, official sources should use the BITS to send items to individuals at their duty address.

a. Usually, official sources use the complete official address, including functional address symbol (FAS). Some official sources do not add the FAS in official addresses they maintain on people. You may deliver communications

addressed to individuals at their duty unit without FASs, to the unit for further distribution, or to the BITC for referral action.

b. BITS personnel should use every available source to attempt to deliver mail to individuals from official sources. Process other mail as follows:

(1) The BITS may receive personal mail from unofficial sources only under certain limited circumstances; for example, following a permanent change of station (PCS) move. Individuals must not use their official activity address to receive personal mail from unofficial sources on a continual basis. Instruct these individuals to notify their correspondents of their personal mailing address.

(2) The BITS will not deliver unofficial mass mailings addressed to individuals at the duty address. We define a mass mailing as 50 or more pieces of mail received on the same day from the same mailer. In this context, we define unofficial mail as mail addressed to an individual that does not have an official return address from a government agency. You will return such mail unopened to the USPS. You must not destroy it. *EXCEPTION:* Technical and professional publications mailed at the second class rate of postage are deliverable regardless of the number received since the Air Force normally pays for such subscriptions. Additionally, some mail from unofficial sources may be official or quasi-official in nature. Such mail usually will not be received in large numbers. Chiefs, Base Information Management may authorize delivery of such mail received in any reasonable quantity, if it is apparently intended for the addressee in their official capacity rather than as a private person. They may also determine what is reasonable based on the nature of the mail, the mission, and the population of the installation. Mail will be delivered with less than 50 pieces from the same sender. This includes mail addressed to positions such as the Base Civil Engineer, Chief of Services, etc. If a mailer tries to circumvent this policy by repeated mailings of less than 50 pieces, then refuse the mail and return it to USPS.

(3) The OMM restricts the delivery of personal mail through the BITS because it delays the processing of official mail and correspondence. Onbase personnel and private mailers must understand that the uncontrolled addition of personal mail in the BITS interferes with its basic function; that is, the transfer of official communications between action offices.

9. Many sources send mail and administrative communications to the BITS, addressed in a variety of ways. These policies apply to the delivery of the items:

a. The BITS must attempt to deliver any item sent by an agency of the U.S. Government, regardless of how addressed, unless there is a valid Postal Service Center (PSC) or unit mail room (UMR) box in the address. You can identify mail from U.S. Government agencies by the return address and the official postage meter imprint, the "Postage and Fees Paid" indicia, Congressional Frank (signature and title of an authorized person.) See the DMM, 137. Make every effort to deliver these items to the proper action office or individual of address. Activities that continually receive incorrectly or incompletely addressed mail from the same official source should notify the mailer of the correct official mailing address. Activity personnel can do this with a phone call, AF Form 74, Communication Status Notice/Reply, or a letter.

b. The BITS will deliver mail addressed to an official activity or military unit, or mail that contains a FAS or duty title anywhere in the address. This includes mail that contains the name of an individual in the address. For the one exception, see paragraph C.8.b.(3).

c. The BITS may deliver any item from an Air Force appropriated fund source to an individual when the delivery by the BITS avoids payment of postage. These items must contain a valid unit and FAS in the address.

d. Except as provided above, you must handle mail addressed to an individual by name on the first line, or mail that contains a valid PSC or UMR box number in the address, as personal mail.

(1) Examples of properly addressed official mail are:

HQ AFMC/CIP  
4225 LOGISTICS AVE, STE 6  
WRIGHT-PATTERSON AFB OH 45433-5745

ATTN: MAJ JOHN DOE  
HQ USAF/XOOT  
1900 PENTAGON WAY  
WASHINGTON DC 20330-1900

(2) Examples of mail addressed to individuals that BITS may deliver:

LT JOHN SMITH  
55 ARRS/CCE

2136 HARBOR ROAD, SUITE 22  
EGLIN AFB FL 32542-2136

CAPT JUANITA WILLIAMS  
HQ MAC PRIVACY ACT OFFICER  
2962 TERMINAL ROAD  
SCOTT AFB IL 62225-2962

HQ USAFE/IM  
UNIT 3050 BOX 70  
APO AE 09094-3050

(3) Example of mail from an official source, addressed to an individual at a unit, that the BITS may deliver to the unit and let the unit deliver:

CMSGT FRED HARRIS  
317 ORGANIZATIONAL MAINTENANCE SQUADRON  
1846 MOULTRIE ROAD  
ANDREWS AFB DC 20331-1846

(4) Example of mail addressed to individuals that may be handled as personal mail (PSC):

SMSgt WALDO EVERSON  
2496 DAVIDSON STREET, BOX 4962  
BERGSTROM AFB TX 78743-5090

AIC ANGELA WILLIAMS  
10 ACSS  
PSC 6, BOX 11567  
APO AE 09378-0345

#### D. CHIEF, BASE INFORMATION MANAGEMENT RESPONSIBILITIES

The Chief, Base Information Management is directly responsible for the operation of a BITC at the base level. To do this effectively, the chief must:

1. Develop local instructions to implement higher headquarters policies and procedures to operate the BITC efficiently and ensure the availability of personnel, facilities, and equipment to perform the BITC function. The BITC manager assists the Chief, Base Information Management in the operation of the BITC and the mobile distribution vehicle (MDV). The BITC manager will develop and conduct ongoing training for BITC personnel.
2. Provide activities that the BITC supports with a current base information transfer schedule for planning and information purposes, and for meeting customer needs. The schedule should reflect a cut-off time for acceptance of communications from distribution offices. This prevents unprocessed outgoing communications from remaining in the center after the last scheduled run to the USPS facility. The BITC should also furnish the serving post office and private carriers delivering parcels on the base a copy of the base distribution schedule.
3. Provide support to unit distribution and action offices on the base, consistent with local requirements and conditions.
4. Establish and maintain close working relationships with other activities involved in information transfer; for example, the USPS facility, telecommunications center, private carriers (deliveries only), and TMO.

5. Authorize activities that receive or dispatch large volumes of communications to receive or dispatch directly to the USPS or TMO. Activities are also authorized to receive large volumes of communications, but not dispatch directly to private carriers.

#### E. PERSONNEL ASSIGNED TO THE BITC

Individuals who are assigned to the BITC must:

1. Possess a high degree of honesty and trust.
2. Never have been convicted of crimes involving theft.
3. Not have been previously removed for cause from duty with a postal or other communications activity.
4. Not have physical restrictions prohibiting duty that involves prolonged standing, walking, or lifting of weights up to 70 pounds.
5. Possess a valid civilian driver's license.
6. Have at least a Secret clearance eligibility.

#### F. USE OF TEMPORARY EMPLOYEES IN THE BITC

The BITC may use temporary hire employees, such as student summer hires, in a limited role. These individuals must work under the physical supervision of a BITC employee at all times. Temporary employees usually do not have a security clearance; therefore, they may not handle classified information or containers that may contain classified material.

#### G. LOCATION OF THE BITC

When possible, collocate the BITC with the serving postal facility; otherwise, it should be next to, or as close as possible to, that facility. The placement of the Center, as indicated, must enhance communications processing and eliminate the need for daily MDV runs to and from the postal facility (figure 10-1).

#### H. FORMS, POSTERS, NOTICES

The following forms, posters, and notices are normally required to effectively operate a BITS.

1. AF Form 12, Accountable Container Receipt.
2. AF Form 232, Pouch Mailing Tag
3. AF Form 310, Document Receipt and Destruction Certificate (See AFI 31-401/DoD 5200.1-R, *Information Security Program Management* (formerly AFR 205-1), for detailed preparation instructions).
4. AF Form 627, Application for Registration or Certification of Official Mail.
5. AF Form 3536, Quarterly Air Force Postal Expenditure Report.
6. PS Form 3800, Receipt for Certified Mail.
7. PS Form 3813P, Receipt for Insured Mail (Domestic-International).
8. PS Form 3877, Application for Registration or Certification, if applicable.
9. PS Form 3600-R, Statements of Mailing with Permit Imprints First-Class, PS Form 3602-PC, Statement of Mailing with Meter or Precanceled Postage Affixed Bulk Third-Class Mail (Regular or Nonprofit Rates) as needed for permit mail.

10. PS Notice 3A or 3B, Letter Size Mail Template.
11. USPS Poster 103 and Notice 59, Postal Rates, Fees and Information.
12. PS Poster 51, International Postal Rates and Fees.
13. Postal Zone Chart.
14. PS Label (1200), Registered Mail Label.

*NOTE:* You can get USPS forms, circulars, and posters from your local postmaster or Account Representative.

## I. BITC OPERATIONS

The Center has to be able to effectively process administrative communications and release them to the MDV, the APO, the Postal Service, and small parcel companies, when agreements have been established with TMO to deal directly with private carriers. The operation of the center is as follows:

1. Processing Incoming Communications. The Center immediately processes and delivers all administrative communications and sealed containers. When the BITC must open a sealed container to determine the action office, they pass it to the referral section for action. Individuals who open containers must mark them "opened for routing" and initial or sign them. Limit administrative controls to comply with DoD 5200.1-R/AFI 31-401, *Information Security Program Management* (formerly AFR 2051), and this publication.

a. Processing Administrative Communications. Sort them into distribution boxes and identify official communications that require further actions. Handle all sealed containers endorsed "DO NOT FORWARD" as regular administrative communications; however, do not leave them unattended overnight. This applies to the BITC and all ADOs.

b. Processing Accountable Containers. When you receive these containers from postal channels, MDV, or other media, process them as follows:

(1) Check each item by registered, insured, certified, express mail, or Air Force Container number to be sure that everything is accounted for. Sign for incoming registered, insured, certified, or express mail received from the postal service. Sign return receipts, and return them to the USPS (see paragraph C.6.) for an exception). Maintain PS Forms 3883, AF Form 12, and Express Mail Labels, together to show an unbroken chain of receipts between the servicing post office and activity distribution office. An AF Form 12 is not required for certified and express mail overseas.

(2) Sort accountable containers into distribution boxes, by action or distribution office, for further processing. Open containers if you can not determine the addressee; determine the distribution office to receive the item; annotate and initial the enclosed AF Form 310, Document Receipt and Destruction Certificate, showing that the container was improperly addressed, and provide the proper address. Internally route or prepare new AF Forms 310 and 12, as required. Place a copy of each form in suspense; insert the AF Form 310 in the container, reseal the container, attach an AF Form 12 to the container, and enter the container into the distribution system. Do not send accountable containers without first verifying the forwarding address. If the forwarding address is in doubt, return to sender.

(3) Remove containers from distribution boxes and prepare an AF Form 12 for each distribution office or action office. List accountable mail by its registered, insured, certified, and express mail number, and other material by the Air Force container number. Retain one copy of the AF Form 12 in the suspense file until a signed AF Form 12 is returned; then destroy the suspense copy.

(4) Secure undelivered certified, registered, and express mail remaining in the BITC, according to the type of material they may contain. Secure official registered, express mail and items submitted for registration in a container approved for storage of Secret material.

2. Processing and Dispatching Outgoing Regular Containers. When the Center gets such containers off the MDV, it processes outgoing letters, flats, and parcels according to other portions of this directive.

3. Processing and Dispatching Outgoing Accountable Containers. When the Center gets accountable containers off the MDV, it separates them into various categories, such as registered, certified, express, pouch, etc. Then BITC processes them as follows:

a. Checks the local container number against the AF Form 12 to verify that the number on the container agrees with the AF Form 12.

b. Places a registered label on the container.

c. Records the number and address of registered and certified mail on AF Form 627 or PS Form 3877.

NOTE: USPS normally receipts for express mail on the express mail label accompanying the express mail piece.

d. Applies postage to all outside articles.

e. Maintains AF Form 12 according to AFI 37-123, *Management of Records* (formerly AFR 4-34), and disposes of it according to AFMAN 37-139, *Air Force Records Disposition*, (formerly AFR 4-20, volume 2).

NOTE: The local container number for each container can be entered on the record copy of the AF Form 627 or PS Form 3877 for cross-reference purposes. Also, do not mix accountable and nonaccountable materials in the same container since this will slow processing within the incoming BITC.

f. Delivers the registered mail and AF Form 627 or PS Form 3877 to the servicing postal facility.

4. Communication Distribution Scheme. Each BITC manager must furnish the servicing Post Office or APO and small parcel delivery companies, when agreements have been established with TMO to deal directly with private carriers, with a copy of the current communication distribution scheme. This list will assist in sorting and routing the mail. This scheme must include street addressees of delivery points for direct delivery.

5. Command Pouch Service. BITC provides activity distribution offices and action offices with a list of bases and organizations it services with direct pouches. Distribution offices must mark such mail "Pouch" and separate it from other on/off-base communications.

6. Safeguarding Contents on MDV. On Air Force installations, nonaccountable mail may be left in a locked MDV during distribution runs and while parked outside the BITC. Accountable mail cannot be left unattended.

## J. MDV SERVICES

The MDV provides these services during normal duty hours.

1. The exchange of communications between distribution offices.

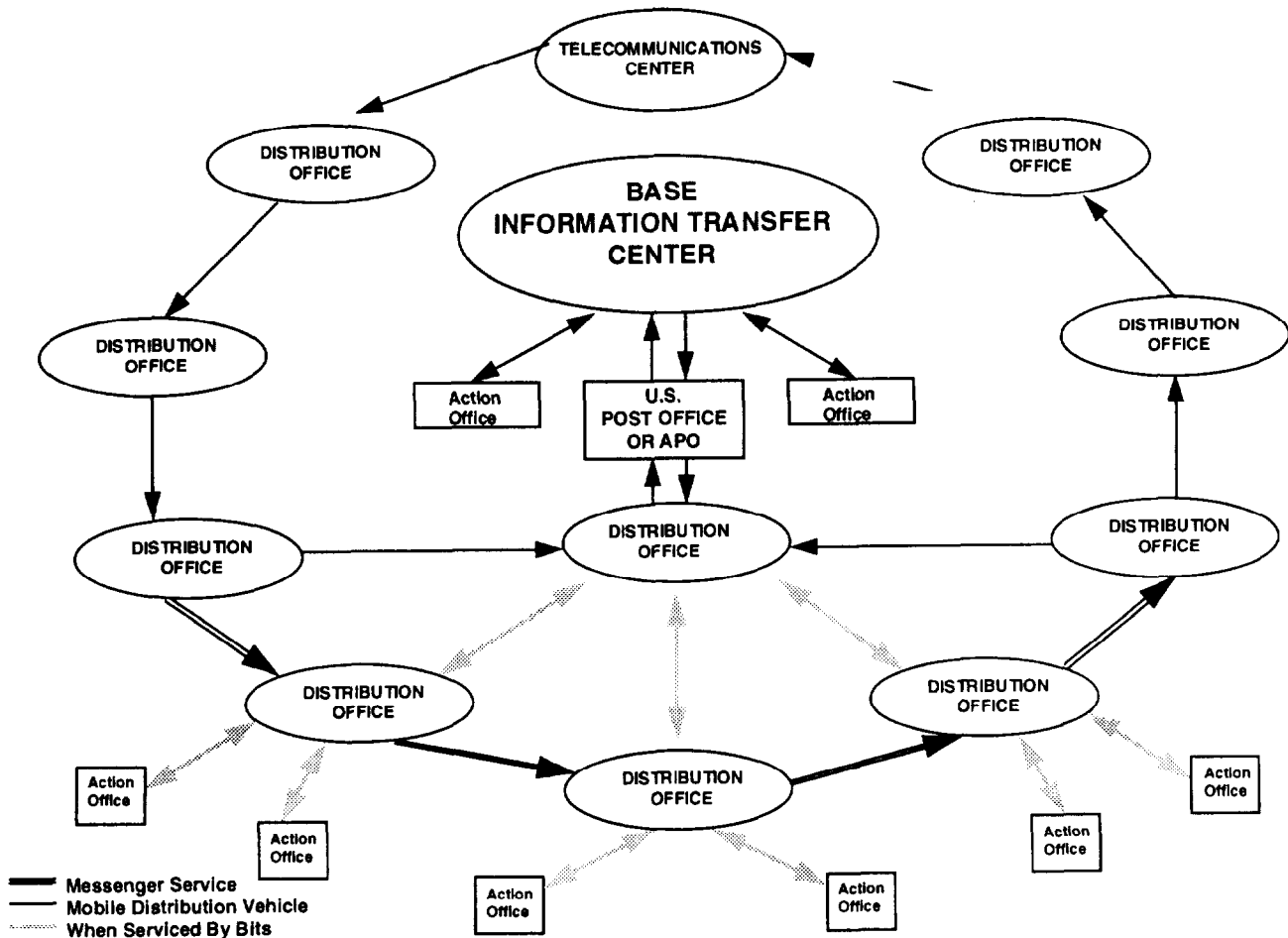
2. The delivery and pickup of regular and accountable communications on a scheduled basis. The BITS will not handle Top Secret communications.

3. The delivery of incoming or outgoing "Routine" and "Priority" precedence messages to and from the telecommunications center (TCC). Schedule these MDV runs to the TCC to meet local needs; however, do not make unscheduled runs to the TCC.

4. The delivery and pickup of small parcels, other than USPS. The Chief, Base Information Management may authorize base supply and other recipients of large bulk shipments to pick up directly from USPS or a small parcel delivery company (paragraph D.5).

5. The route sorting and processing of intrabase distribution.

**Figure 10.1 Base Information Transfer System (AF)**



**Figure 10-1. Base information Transfer System (AF).**

## (ADDED) (AF) CHAPTER 11

ACTIVITY DISTRIBUTION OFFICESA. ACTIVITY DISTRIBUTION OFFICES (ADO)

This chapter does not apply to ANG units. The ADO is the bridge between the action office and the BITS. This office is the point where the BITS collects and delivers administrative communications to and from offices the activity distribution office services. When volumes warrant, the Chief, Base Information Management may authorize activity distribution offices to go directly to the servicing postal activity or TMO for receiving and dispatching administrative communications, including parcels. ADOs are also authorized to receive administrative communications and parcels directly from private carriers, but ADOs may not dispatch items directly to private carriers. See Chapter 10.D.5. Distribution offices designated to operate in this way must continue to use those other regular services of the BITS, since their direct service is supplemental to the BITS.

B. RESPONSIBILITIES OF DISTRIBUTION OFFICES

Personnel on duty in distribution offices perform these functions:

1. Review outgoing communications to ensure that:
  - a. Mailers are using Standard Forms 65B or 65C to send unclassified communications through intrabase distribution and to those locations that receive a direct pouch from the BITC. Lightweight administrative communications (four pages or less) should be placed in letter-size envelopes.
  - b. Mailers package and address communications correctly and securely attach AF Forms 12 to accountable items. They ensure that essential mailing elements stand out, such as class of service, proper ZIP + 4 code, FASs, etc.
  - c. Parcels do not exceed authorized size and weight limits.
  - d. Outgoing communications are sorted according to instructions. This includes separating communications eligible for pouch service and clearly marking it "pouch." If two or more pieces are going to the same location, on the same day, consolidate all pieces in the same container.
2. Follow instructions in chapter 5 when using postage meters.
3. Receive, sort, and deliver, or arrange for delivery of, all administrative communications and parcels to action offices. They must secure sealed containers that remain in the distribution office after the close of business that are endorsed "DO NOT FORWARD."
4. Provide referral service for incoming administrative communications that are not properly addressed, including those they send to individuals in the unit without a FAS.
5. Furnish action officers with BITC distribution schedules. This should eliminate the need for action office personnel to perform messenger service, except for the occasional priority delivery that BITS cannot handle.
6. Instruct action officers who request official or duty-related information from outside the Air Force to use a complete organizational address and FAS. Review material received from outside the Air Force to individuals no longer assigned. If persons currently assigned can use it, they will distribute it to them. If not of value, they will notify mailers to remove their office from their mailing list. Instruct mailers to mark official mail destined to go out of the USPS Domestic Mail System with the annotation "International Mail."

C. DELIVERY OF INCOMING MAIL

Establish procedures to open and deliver incoming mail to action offices. Comply with chapter 10, paragraph C.9.a, for mail addressed to assigned personnel by name.

D. LOCATION OF ACTIVITY DISTRIBUTION OFFICES



ADOs should be close to those offices they serve and accessible to action offices and the MDV. If ADOs are in a multi-story building without elevators, they should be on the first floor, when possible.

#### E. OFFICE EQUIPMENT AND DESIGN

The space provided and the arrangement of a distribution office must allow step-by-step processing. The volume and types of communications the BITC receives and processes dictate the equipment. Large distribution offices may require equipment similar to the BITC, while small distribution offices may only require "In" and "Out" baskets.

#### F. MANAGEMENT OF ACTIVITY DISTRIBUTION OFFICES

Agencies or units operate their own distribution office to meet their needs.

#### G. ACTIVITY ACTION OFFICE

1. Prepares administrative communications and containers for release to the servicing distribution office of the BITC, to include:
  - a. Classification and special service requests.
  - b. Addressing to the office that takes action on the subject.
  - c. Preparing receipts according to DoD 5200.1-R/AFI 31-401.
2. Processes administrative communications and containers received from distribution offices or the BITC.
3. Ensures that personnel whose responsibilities include opening official mail know they can release sealed inner envelopes with SECRET or CONFIDENTIAL markings only to a person with the proper clearance.

#### H. PREPARING ADMINISTRATIVE COMMUNICATIONS FOR DISPATCH

Table 11-1 shows how to prepare administrative communications for on-and-off base dispatch. The Chief, Base Information Management may authorize activity distribution offices or action offices that routinely handle large volumes of accountable communications to use the procedure described in table 11-2. Use AF Form 627 or PS Form 3877. For instructions on how to complete AF Form 627, see table 11-2, figure 11-1. All sealed containers endorsed "DO NOT FORWARD" must remain in action offices at the close of business in a classified storage container. Inspect unsealed containers to determine the classification of their contents and protect them accordingly.

#### I. ADDRESSING ADMINISTRATIVE COMMUNICATIONS

Administrative communications must be addressed directly to the office that will take action on the subject; for example, HQ ACC/IMP and HQ USAF/LEX. Never address administrative communications simply to a headquarters, such as HQ USAF, AMC or ACC. Always include a complete mailing address, including the FAS, in the "return" element on the outer container. For guidance, see AFI 33-106, volume 4, *Telecommunications Centers and Data Processing Centers* (formerly AFR 700-7), AFMAN 37-126, *Preparing Official Communications* (formerly AFR 10-1), AFMAN 37-127, *Air Force Standard Functional Address System* (formerly AFR 10-6), and AFDIR 37-135, *Air Force Address Directory* (formerly AFR 4-16). By addressing administrative communications "action office to action office," eliminate delays that misrouted communications cause and that require opening and unnecessary administrative controls. Avoid addressing administrative communications to individuals by name. People move frequently, so addressing things by name may delay delivery.

#### J. ASSIGNING AND USING CONTAINER NUMBERS

1. Container numbers help control accountable communications while in Air Force channels. When we consolidate items using Air Force container numbers, we avoid paying the USPS registered or certified mail fees on every accountable communication. When we use an AF container number with an AF Form 12 or AF Form 627 and proper USPS forms, we can trace a container from the dispatching activity, through the BITS, into the USPS accountable mail (registered or certified) system to the receiving BITS, and on to the addressee.

2. Each activity action or distribution office that processes accountable containers to other activities, either on-base or off-base, will apply the appropriate container numbers on containers and AF Form 12. (Example: DOO-92-004 (office symbol-last two digits of calendar year-number containers starting with 001.) Place this alphanumeric designation on the

left-hand side of the container, beneath the return address (see figures 11-4 and 11-5). Figure 11-4 shows how to endorse the outer wrapper when sending Confidential material by First-Class within the United States, its territories and possessions.

#### **K. PREPARING AND USING AF FORM 12**

Enclose AF Form 12 in all consolidated shipments. AF Form 12 comes in five copies and has spaces to record signatures for three changes of custody. Use it to record the exchange of sealed accountable containers between the dispatching activity, the BITC, and the addressee. The BITC must sign for accountable containers when accepting them from the dispatching activity distribution office, and must obtain a signature when delivering accountable containers to the addressee. *NOTE:* Receipts within the BITC are optional. There is no requirement for BITS personnel to receipt for accountable containers they exchange between themselves. See table 11-3 and figure 11-5 for instructions on how to prepare the AF Form 12, then do the following:

1. Securely attach the AF Form 12 to the container. When the same AF Form 12 lists several containers, bundle these containers securely or consolidate them and attach the AF Form 12 to the top container.
2. Ensure the office or person having custody of accountable containers gets a signature from the recipient on the top copy and files it.
3. Dispose of AF Forms 12 according to AFMAN 37-139 (formerly AFR 4-20, volume 2), and file them with PS Forms 3877 and other Postal Service forms.

#### **L. PREPARING AND USING STANDARD FORM 65B OR C. US GOVERNMENT MESSENGER ENVELOPE**

Use the messenger envelope primarily as an intrabase distribution container for unclassified communications. The organization and FAS of the addressee must be on every envelope. You may use the messenger envelope in sealed pouches; however, do not overfill them as they often burst. When addressing the envelope, use the next available space and cross out previous entries. Use the following forms and sizes when available: SF Form 65B (9 1/2 by 12 inches), and SF Form 65C (12 by 16 inches).

#### **M. RECEIVING AND PROCESSING ACCOUNTABLE COMMUNICATIONS**

When you receive an accountable container, compare its number with the number listed on the container receipt. Inspect the container for evidence of tampering, then check the contents against the enclosed AF Form 310 or other authorized receipt form. If a discrepancy is found, tell the sender immediately and return an annotated, signed copy of the receipt.

APPLICATION FOR REGISTRATION OR CERTIFICATION OF OFFICIAL MAIL			
NAME AND ADDRESS OF SENDER (Include Zip Code) 1 1100 ABW/IMX 4900 Langley Way BAFB WASH DC 20332-4765		LOCK NUMBER 2	TYPE OF MAIL 3
		SEAL NUMBER 4	POSTAGE AND FEES PAID U. S. AIR FORCE
REGISTERED OR CERTIFIED NUMBER 5	NAME OF ADDRESSEE, STREET, POST OFFICE ADDRESS 6	REGISTERED OR CERTIFIED NUMBER 7	REMARKS 8
R415697800	8 MAS/IMX 2346 LEE STREET MCCHORD AFB WA 98438-6241		
R415697801	9 AREFS 2306 SAND PLACE MARCH AFB CA 92518-6496		
TOTAL NUMBER OF PIECES	LISTED BY SENDER 2 9		POSTMARK OF RECEIVING OFFICE 12
	RECEIVED AT POSTOFFICE 10		
	POSTMASTER, PER (Name of receiving employee) 11		

AF FORM 627  
JAN 72

C-9736

Figure 11-1. Sample, Application for Registration or Certification of Official Mail

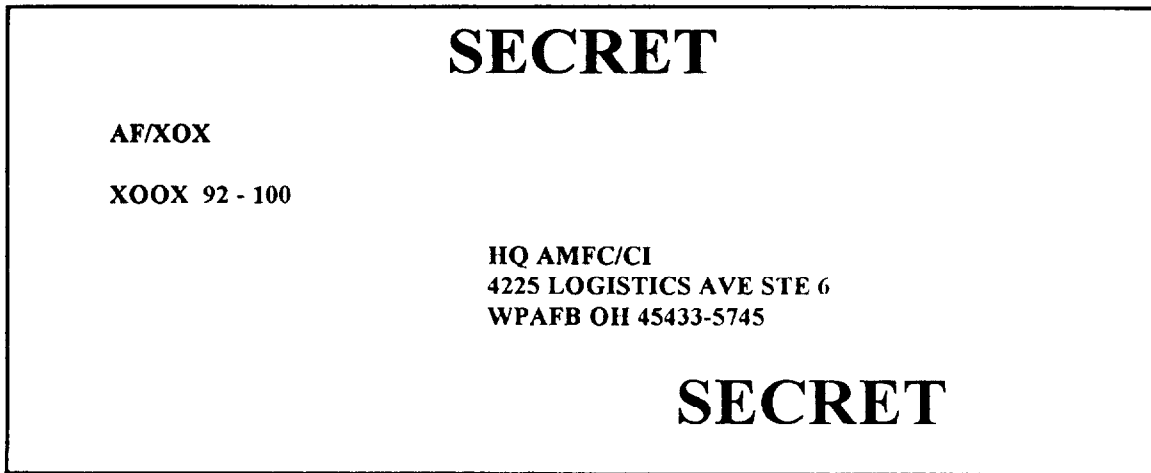


Figure 11.2. (AF) Inner envelope with Classification. Also, special markings such as RESTRICTED DATA.

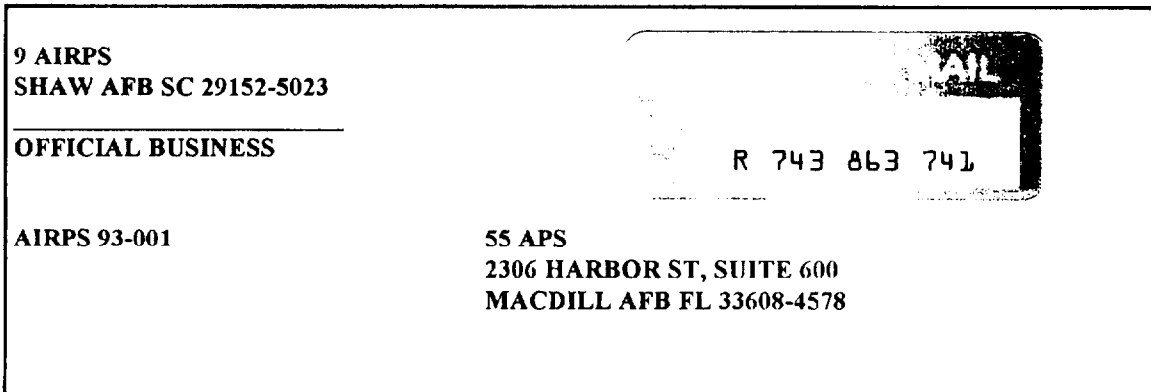


Figure 11.3. (AF) Envelope with proper address. Local container number, registered number.

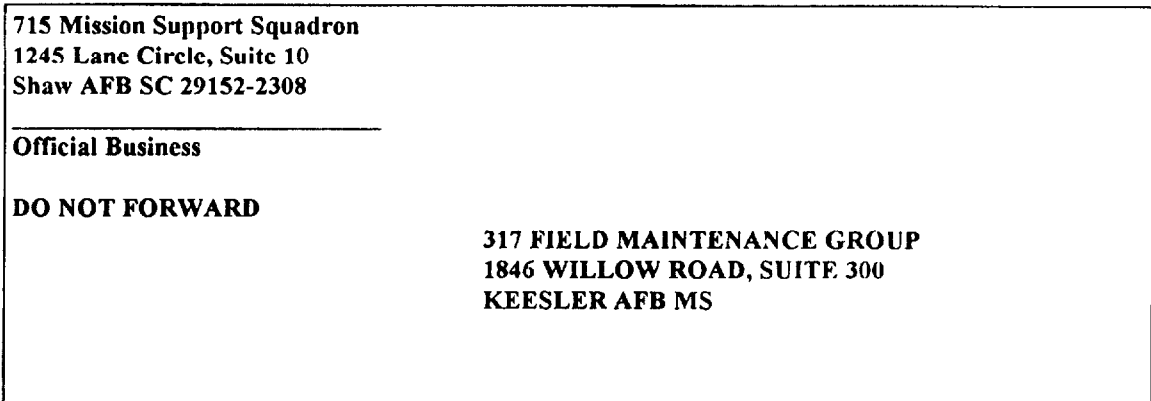


Figure 11-4. (AF) First-Class envelope containing Confidential matter.

<b>ACCOUNTABLE CONTAINER RECEIPT</b> (Envelopes, Packages, Boxes, Crates, Etc.)			<b>POSTAL NUMBER</b> R 415697800		<b>DISPATCH NUMBER</b>	
			1		2	
<b>TO:</b> 26 CSG/IMA UNIT 4000 APO AE 09601-2550			<b>FROM:</b> 1100 ABC/IMAC 3450 HOLLY STREET BAFB WASH DC 20332-3456			
<b>DISPATCHED BY (Name, Grade and Office Symbol)</b> ANGELA M. JONES, TSgt, USAF			<b>DATE</b>		<b>TIME</b>	
5			6		1500 7	
<b>ITEM</b>	<b>CONTAINER NUMBER</b>	<b>REFERENCE</b>	<b>ITEM</b>	<b>CONTAINER NUMBER</b>	<b>REFERENCE</b>	
1	DOX 92-008 8	9	12			
2	OGP 92-100		13			
3	//////////Last Item//////////		14			
4			15			
5			16			
6			17			
7			18			
8			19			
9			20			
10			21			
11			22			
<b>RECEIVED BY (Name and Office Symbol/Title)</b> KRISTIN STONE, MSgt			<b>SIGNATURE</b>		<b>DATE</b>	<b>TIME</b>
10			11		12	13
<b>RECEIVED BY (Name and Office Symbol/Title)</b> 14			<b>SIGNATURE</b>		<b>DATE</b>	<b>TIME</b>
<b>RECEIVED BY (Name and Office Symbol/Title)</b>			<b>SIGNATURE</b>		<b>DATE</b>	<b>TIME</b>

AF FORM 12 JUL 90 12 PREVIOUS EDITION WILL BE USED

Figure 11-5. Sample AF Form 12, Accountable Container Receipt.

Table 11.1(AF). How To Prepare Administrative Communications For Dispatch.							
R U L E	A  If an administrative communication is sent to an office	B  and the classification is	C  then document receipts are	D  and it must be packaged in	E  and controlled in transit by (see note 1)		
					AF Form 12 and container number	First-Class Mail (see note 2)	Registered Mail
1	on the installation, through the base information transfer system (BITS)	Unclassified (see note 3)	not required	SF Form 65 (Fig 11.6) or other container			
2		Confidential requiring a receipt	prepared as specified in DoD 5200.1-R/AFI 31- 401 and enclosed in a container	a single opaque container with the classification marked on both sides of the container (Fig 11.2) (see note 3)			
3		Secret or NATO Confidential or Secret (see note 4)			X		
4	off the installation, including items sent as consolidated mail, through US Postal Service (USPS) or Military Postal Service	Unclassified	not required	single-sealed container			
5	off the installation, including items sent as consolidated mail through USPS and both sending and receiving agencies are within US boundaries (see notes 5 and 6)	Confidential requiring a receipt	prepared as specified in DoD 5200.1-R/AFI 31- 401 and enclosed in a container	an opaque inner and outer container, mark both sides of inner container with classification (Fig 11.2) (see note 3)	X	X	
6		Confidential addressed to a DoD contractor				and certified mail	
7		Secret or NATO Confidential or Secret (see note 4)					X
8	off the installation, including items sent as consolidated mail, through USPS or Military Postal Service and either the sending or receiving agency is not within US boundaries (see notes 5 and 7)	Confidential	not required				
9		Secret	required				
10		Confidential with or without a receipt	not required				

**NOTES:**

1. Address containers according to Chapter 10, paragraph J.
2. Note that parcels containing Confidential matter mailed within CONUS have the First-Class/Priority marking and the "Do Not Forward" endorsement.
3. Transmit classified working papers the same as other material of the same classification.
4. Remember only authorized subregistries and control points may dispatch or receive NATO classified material.
5. Don't use pouches of any kind as outside containers for registered mail.
6. Note that Air Force or DoD pouches may contain Confidential material when mailed within US boundaries. The mailer must double wrap the contents and the shipping label or tag must indicate First-Class/Priority mail and the "Do Not Forward" endorsement.
7. Remember when consolidating Confidential and Secret material, only the Secret material needs to be on the AF Form 12.

Table 11.2 (AF). How To Prepare AF Form 627.		
L I N E	A	B
	To complete item	action officer or BITC
1	1	enters name of base or unit address including 9-digit ZIP Code
2	2	leave blank
3	3	enter "Registered" or "Certified"
4	4	leave blank
5	5	enters registered or certified number of each piece of accountable mail (see note 1).
6	6	enters address where mail is going.
7	7	uses at local option
8	8	enters declared money value or "No Value" for correspondence. Also includes any special services.
9	9	enters total number of pieces on form.
10	10	(For post office use)
11	11	(For post office or BITC signature.)
12	12	(For post office use [see note 2]).

**NOTES:**

1. Do not make any alterations or strikeouts.
2. If USPS picks up directly from the unit, enter 9-digit ZIP Code of the receiving post office and get the signature of the carrier in item 11.

<b>Table 11.3. How To Prepare AF Form 12.</b>			
<b>L I N E</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>To complete item</b>	<b>for offbase dispatch</b>	<b>for onbase dispatch</b>
<b>1</b>	1	(for BITC use only. Enter registry number [note 1])	(leave blank).
<b>2</b>	2	(optional use [note 2])	(optional use [note 2])
<b>3</b>	3	enter abbreviated address and functional address symbol of receiving BITC	enter organization and functional address symbol to which you are sending the container .
<b>4</b>	4	enter your abbreviated address and functional address symbol.	enter your organization and functional address symbol.
<b>5</b>	5	enter name, grade, and functional address symbol of person responsible for dispatching containers (note 2).	same.
<b>6</b>	6	enter current date (note 2)	
<b>7</b>	7		
<b>8</b>	8	enter local container number from item.	
<b>9</b>	9	action office puts in type of mail service (registered or certified [BITC leave blank]).	BITC enters mail service (registered, certified) or classification.
<b>10</b>	10	(filled out by authorized recipient [note 5]).	same.
<b>11</b>	11		
<b>12</b>	12		
<b>13</b>	13	filled out by authorized recipient) (note 2).	
<b>14</b>	14	use this space to record additional changes in custody until the container reaches the addressee.	

**NOTES:**

1. For consolidated shipment only.
2. Available for optional local use.
3. Use a separate Form 12 for each organization you're delivering one or more to.
4. BITC uses one consolidated Form 12 when there sending containers for 5 or more organizations serviced by the receiving BITC.
5. You can use grade instead of title.



## (ADDED) (AF) CHAPTER 12

FACSIMILE ELECTRO MAIL**A. GENERAL INFORMATION**

1. The shared user facsimile network is an electronic system using high-speed, digital facsimile equipment to send and receive images via the Defense Switched Network (DSN), or the commercial telephone system when DSN is not available. When you need time-sensitive material to reach its destination quickly, use Facsimile Electro Mail instead of Express Mail, private carriers, and express delivery services. *NOTE:* AF Form 3535, Facsimile Electro Mail Transmittal, must be used when a cover sheet is required to transmit a document. This applies to both the BITS and office-to-office facsimile transmissions. In all other instances, the sender may use a post-it sticker, or write directly on the document being transmitted, if desired.

2. The provisions of this chapter are intended for documents being transmitted through the BITS; however, Sections 12.1, 12-2, and 12-3, also apply to documents being transmitted on office-to-office facsimile equipment.

**B. SECURITY**

Facsimile Electro Mail is non-secure. Send only unclassified information. Do not send Encrypt For Transmission Only correspondence. You may transmit FOR OFFICIAL USE ONLY correspondence only to attended equipment.

**C. TRANSMISSION REQUIREMENTS**

1. Use originals or very legible copies.
2. Correspondence, charts, paper copy or vugraphs, etc, must have information only on one side.
3. Paper being transmitted must be free of staples and tape.
4. Limit number of pages to those absolutely necessary.

**D. PRECEDENCE**

Restrict the use of DSN telephone lines to routine only. Facsimile Electro Mail transmission via DSN will not normally exceed a reasonable period of time during normal business hours. Commands may impose stricter limitations as local conditions require.

**E. TRANSMISSION CATEGORIES**

1. Routine Transmission- Send within 8 hours. Handle all routine documents on a first-come, first-serve basis.
2. Immediate Transmission - Send within 4 duty hours on the same duty day.

**F. OUTGOING TRANSMISSION PROCEDURES**

The sending office will notify the addressee to pick up the document(s). Return all transmitted documents to the originator.

**G. DELIVERY PROCEDURES**

Call the addressee within 10 minutes of receipt to pick up any documents you receive with an immediate precedent. If they do not pick them up within an hour, send them to the addressee via the BITS.

**H. RESPONSIBILITIES**

The Chief, Base Information Management:

- a. Monitors use and provides an accessible location for BITS-user shared facsimile equipment.

- b. Dispatches communications via the BITS to addressee.
- c. Obtains equipment supplies.
- d. Programs equipment for unattended operation after duty hours.

2. The User:

- a. Ensures correspondence is not classified and is eligible for transmission.
- b. Completes AF Forms 3535, Facsimile Electro Mail Transmittal when a cover sheet is required. This page should normally be the first page transmitted.
- c. Alerts intended recipient, using normal DSN, of any urgent transmission.

ROBERT J. McCORMICK  
Assistant Secretary

## ABBREVIATIONS, (ADDED) (AF) ACRONYMS, AND TERMS

## (ADDED) (AF) Section A--Abbreviations and Acronyms

ANMCS	Anticipated Not Mission Capable Supply
AOMM	Assistant Official Mail Manager
APO	Army or Air Force Post Office
BRM	Business Reply Mail
CONUS	Continental United States
DMM	Domestic Mail Manual
DoD	Department of Defense
DoDIM	Department of Defense Intratheater Mail
DoS	Department of State
DPM	Diplomatic Pouch & Mail Division
FPO	Fleet Post Office
IMM	International Mail Manual
JUMPS	Joint Uniform Military Pay System
MACOM	Major Air Force or Army command; Navy level 1 command
MOM	Military Ordinary Mail
MPO	Military Post Office (APO or FPO)
MPSA	Military Postal Service Agency
MRS	Merchandise Return Service
MWR	Morale, Welfare, and Recreation
NAFI	Nonappropriated Fund Instrumentality
NMCS	Not Mission Capable Supply
OMCCP	Official Mail Cost Control Program
OMM	Official Mail Manager
PMS	Penalty Mail Stamps
RDD	Required Delivery Date
UPS	United Parcel Service
USPS	United States Postal Service
AAR	(ADDED) (AF) Aircraft Accident Reports
ADTA	(ADDED) (AF) Advanced Deposit Trust Account
ADO	(ADDED) (AF) Activity Distribution Office
BITC	(ADDED) (AF) Base Information Transfer Center
BITS	(ADDED) (AF) Base Information Transfer System
BRMAS	(ADDED) (AF) Business Reply Mail Accounting System
COPE	(ADDED) (AF) Custodian of Postal Effects
DRU	(ADDED) (AF) Direct Reporting Unit
FAS	(ADDED) (AF) Functional Address Symbol
FOA	(ADDED) (AF) Field Operating Agency
GSA	(ADDED) (AF) General Services Administration
GPO	(ADDED) (AF) Government Printing Office
IM	(ADDED) (AF) Information Management
MAJCOM	(ADDED) (AF) Major Command
MDV	(ADDED) (AF) Mobile Distribution Vehicle
SDO	(ADDED) (AF) Staff Distribution Office
TMO	(ADDED) (AF) Transportation Management Office
WSP	(ADDED) (AF) Weapon Systems Pouch

## Section B--Definitions (ADDED) (AF) and Terms

**Accumulator**

A machine which provides a record of postage used by agency, staff office, or tenant activity (sometimes called a printer).

**(ADDED) (AF) Action Office**

The office that uses or responds to an administrative communication.

**(ADDED) (AF) Accountable**

Communications for which accountability must be maintained under DoD 5200.1-R/AFI 31-401 and this publication. The term includes classified material and unclassified communications that because of their nature and sensitivity must be handled and processed in a controlled environment. Refer to all other communications as regular communications.

**(ADDED) (AF) Accountable Mail**

US Postal Service numbered insured, certified, express, or registered mail.

**Activity**

**Any DoD organization such as headquarters, agency, depot, or unit.**

**(ADDED) (AF) Activity Distribution Office**

An office designated in a unit, major staff office, headquarters, or tenant organization as the exchange point between the base information transfer system (BITS) and action offices within the organization, for incoming and outgoing administrative communications. The activity distribution office receives and dispatches administrative communications to action offices within the organization.

**(ADDED) (AF) Administrative Communications**

Any form of written correspondence, accountable or regular (letters, memoranda, plans, orders, messages, etc.) relating to the business of the US Government, going from one office to another. Includes quasi-official items that are part of the religious, morale, or welfare program of the installation when commanders authorize them to be distributed through the BITS. Also includes communications from official activities addressed to assigned personnel at their duty address and distributed through the BITS.

**(ADDED) (AF) Air Force Official Mail Expenditures**

Charges for official postage (except for parcel post-EEIC 469) for First-Class official matter and non-first-class official matter when USPS rates are less than or equal to private carrier rates; also includes USPS postage charges for address correction, business reply mail, USPS Express Mail, merchandise return service, contractor reimbursements, permit fees, imprint permit mailings, postage due, requester publication rates-second-class, and other miscellaneous costs associated with Air Force official mail operations.

**Appropriated Fund Postage**

**Postage paid for with funds appropriated by the United States Congress. The postage may be prepaid or penalty postage.**

**(ADDED) (AF) Base Information Transfer Center (BITC)**

The facility, under operational control of the Chief, Base Information Management, that processes parcels and administrative communications.

**(ADDED) (AF) Base Information Transfer System (BITS)**

The total system that collects, processes, and delivers administrative communications and containers between distribution offices and organizations on an Air Force installation, and receives and dispatches mail and small parcels from the servicing post office and small-parcel delivery companies.

**(ADDED) (AF) Base Information Transfer System Schedule**

The Base Information Transfer System (BITS) publishes a schedule showing the frequency and times that the BITS services activity distribution offices. It may also show those times that the BITS receives and dispatches mail.

**Business Reply Mail**

**A method whereby a business reply permit holder may authorize individuals and organizations to send First-Class matter back to the permit holder and have the postage and fees paid by the permit holder.**

**Certificate Of Mailing**

A postal service that may be used on any class of mail when proof of mailing is required but proof of delivery is not necessary.

**Certified Mail**

A postal service available on any mailable matter sent as First-Class or Priority mail. It provides a receipt to the sender and a record of delivery at the post office of address. A record is not kept at the post office where it is mailed. It is dispatched, handled, and treated in transit as ordinary mail. If lost, it cannot be traced.

**Consolidated Mail**

Two or more pieces of mail placed in one container for direct mailing to one addressee or one installation.

**(ADDED) (AF) Consolidated Shipments**

Multiple mail items, including small parcels, dispatched between BITSs, in a single envelope, pouch, or other container. Postage on consolidated shipments is for the total weight of the container, at a significant savings.

**Container**

A DoD owned bag, envelope, box, or pouch which will hold two or more pieces of mail.

**(ADDED) (AF) Container**

Any pouch, envelope, box, or other wrapper containing administrative communications. Refer to containers requiring receipts as accountable containers.

**Direct accountability**

A system for paying actual postage costs through the use of penalty mail stamps, meters, permits, and other methods that require a statement of mailing.

**(ADDED) (AF) Distribution Scheme**

A list of military units and other base activities showing how these units receive their mail. It identifies units authorized to deal directly with the serving post office or small-parcel service.

**(ADDED) (AF) Document Security**

The section of a BITC that processes accountable and non-accountable containers that may contain classified communications. People must secure the document control area and limit access to it at all times.

**Express Mail**

The class of mail afforded the highest priority in handling and providing highly reliable service.

**First-Class Mail**

A class of mail sealed against inspection and covered by the Private Express Statutes. It is mandatory for correspondence of a personal nature, completed forms, test results and grades, completed certificates, bills or statements of account, and all matter wholly or partially in writing or typewriting. Any mailable material may be sent as First Class or Priority Mail if the sender pays the proper amount of postage; however, you must send certain types of mail as First Class or Priority. If in doubt, consult the DMM.

**Flat**

Flat-size mail consists of unwrapped, paper-wrapped, sleeve-wrapped, and enveloped matter that exceeds one or more of the following minimum dimensions: length- over 11-1/2 inches, or height over 6-1/8 inches, or thickness over 1/4 inch. Flat-size mail does not exceed any of the following maximum dimensions: length - 15 inches, height-12 inches, thickness - 3/4 inch.

**Fourth-Class Mail**

Mailable matter weighing sixteen ounces or more, not mailed or required to be mailed as First-Class, and not mailed as Second-Class.

**Indicia**

Imprinted designation used on mail to denote payment of postage.

**Insured Mail**

A postal service available only on Third- or Fourth-Class mail, or mail containing Third-or Fourth-Class matter sent at the First-Class or Priority rate. Numbered insured mail service provides a receipt to the sender and a record of delivery at the post office of delivery. A record is not kept at the post office where mailed.

**International Mail**

Mail addressed to an address in another country (non-MPO addresses).

(ADDED) (AF) **Intrabase and Intratheater Distribution**

The exchange of communication within a base (through the BITS) or theater (that is, United States Air Forces in Europe or Pacific Air Forces)).

**Letter-Size Mail**

Mail which is at least 3 1/2 inches by 5 inches by 0.007 inches and not larger than 6 1/8 inches by 11 1/2 inches by 0.25 inches.

(ADDED) (AF) **Mail**

A postal term. To qualify as mail, an item must:

- (a) (ADDED) (AF) Be legally mailable in size, weight, and content.
- (b) (ADDED) (AF) Show that postage has or will be paid. Postage includes stamps, meter imprint, and permit imprint.
- (c) (ADDED) (AF) Be accepted into the domestic, military, or international postal system or deposited into an authorized receptacle.

(ADDED) (AF) **NOTE:** (AF) Mailed material remains mail until delivered to the addressee, his or her agent, or the USPS returns it to the sender.

**Markings**

Inscriptions placed on pieces of mail to denote a mail class or special postal service.

**Merchandise Return Service**

A method whereby a merchandise return permit holder may authorize individuals and organizations to send parcels at the appropriate Priority, Third-, or Fourth-Class rate to the permit holder and have the postage and fees paid by the permit holder.

**Metered Mail**

A piece of mail in which the amount of postage has been either imprinted with postage by a postage meter or to which a postage meter tape has been fastened.

**Military Ordinary Mail**

Official mail sent by DoD, posted at Second-Class requester publication rate, or Third-or Fourth-Class postage rates, which must have faster than sealift transportation service to, from, and between overseas points, but does not require premium priority service. It is moved by surface transportation in the United States and by air on overseas portions of its trip. It provides cheaper postage than Priority Mail. Delivery time to any MPO may be almost as fast as Priority Mail and rarely exceeds 21 days.

**Military Post Office**

A United States post office operated by the DoD.

**Mixed Classes Of Mail**

Two or more classes of mail combined into one enclosure. Postage for the entire weight is charged at the higher class rate.

(ADDED) (AF) **Mobile Distribution Vehicle (MDV)**

A 3/4 or 1 ton metro van (or other similar vehicle), with sorting racks and other equipment capable of en route sorting and delivery of administrative communication containers.

**Nonconveyable**

Any item to be shipped via diplomatic pouch that weighs over 40 pounds, or exceeds 62 inches in length and girth combined, or whose longest dimension exceeds 24 inches.

**Nonstandard Mail**

First-Class mail weighing one ounce or less and third-class mail weighing two ounces or less requires payment of a surcharge if it does not have a standard aspect ratio of between 1.3 and 2.5 (determined by dividing the length by the height) or if it exceeds any of the following: height - 6 1/8 inches; length - 11 1/2 inches; thickness-1/4 inch.

**Official Mail**

Official matter mailed as penalty mail or on which postage and fees have been prepaid.

**Official Matter**

Any item belonging to or exclusively pertaining to the business of the U.S. Government.

**Parcel Airlift Mail**

Special postal services for parcels and Second-Class publication mailed to military personnel overseas. It is not authorized for use on official mail.

**Penalty Indicia**

Indicia containing or used with the statement "Penalty for private use \$300."

*Penalty Indicia does not apply on Air Force mail.*

**Penalty Mail**

Official mail on which the postage and fees are paid by either a penalty metered indicia, penalty permit indicia, penalty mail stamps, penalty business reply and merchandise return indicia, or standard penalty indicia. Penalty postage is paid for after mailing versus prepaid postage that is paid for when obtained.

**Penalty Mail Stamp**

USPS adhesive stamps bearing the words "Official Mail USA" and "Penalty for private use \$300" for use by government agencies. Stamped stationery (plain stamped envelopes, printed stamped envelopes, and postal cards) are also included.

**Penalty Metered Indicium**

Postage imprinted by special postage meters leased to the U.S. Government. It bears the words "Penalty For Private Use \$300." Periodical Magazines, journals, newspapers, digests, briefs, bulletins, summaries, and similar items published on a recurring basis.

**(ADDED) (AF)Permit**

Mail with imprinted indicia in lieu of a stamp or postage meter imprint showing postage paid by the sender.

**Postage Stamp**

Includes both the prepaid postage stamps sold by post offices and penalty mail stamps.

**Post Office**

A post office operated by the USPS or MPO operated by the Army, Navy, or Air Force.

**Prepaid Postage**

All forms of postage except penalty mail.

**Priority Mail**

First-Class Mail weighing more than 12 ounces.

**Private Express Statutes**

A group of Federal statutes giving the USPS the exclusive right, with certain exceptions, to carry letters for others. They are based on the provision in the U.S. Constitution authorizing Congress to "establish post offices and post

roads." (See Title 39, U. S. Code, Sections 401, 404, 601-606; Title 18, U.S. Code, Sections 1693-1699; and Title 39, Code of Federal Regulations, Sections 310 and 320 for complete definitions and suspensions.)

**Registered Mail**

The most secure service the USPS offers. It incorporates a system of receipts to monitor mail movement from the point of acceptance to delivery.

**Requester Publications Rate**

A part of the Second-Class mail rate structure used for periodicals with at least 24 pages, issued regularly four or more times a year, circulated free or mainly free, and containing at least 25 percent nonadvertising.

**Required Delivery Date**

The date by which mail must reach its addressee.

**Restricted Delivery**

A service by which a mailer may direct delivery only to the addressee or to an agent of the addressee specifically authorized in writing by the addressee to receive his or her mail.

**Return Receipt**

A postal service available only on registered, certified, or numbered insured mail. USPS return receipts show to whom and when mail is delivered and is used only when the mailer must have proof of delivery or date of delivery.

**Second-Class Mail**

The class of mail for printed periodical publications including newspapers and requester publications.

**Self-Mailer**

Any mail piece (except parcels) that does not have an outer cover, wrapping, or envelope in addition to the paper or material on which the majority of the printing, drawing, or writing being transmitted is placed. Examples are postcards, or a number of sheets, folded or unfolded, not necessarily of the same material.

**Space Available Mail**

A special postal service for parcels and Second-Class publications mailed to military personnel overseas. It is not authorized for use on official mail.

**Standard Penalty Indicum**

The words "Postage and Fees Paid, (DoD Component), DoD-(number)."

**Standard Penalty Indicum**

The Air Force does not use standard penalty indicium.

**Surcharges**

Fees charged in addition to the normal postage on nonstandard mail.

**Third-Class Mail**

Matter that is:

1. Not mailed or required to be mailed as First-Class Mail.
2. Not mailed as Second-Class mail.
3. Weighing less than 16 ounces.

**(ADDED) (AF) Zip Code**

A nine-digit numeric code the US Postal Service uses to expedite distribution and to route mail. Zip Codes on official mail are mandatory.